

DATA PROCUREMENT DOC.	
NO.	ISSUE
875	Final RFP

8-1-0-QS-C5853

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

Safety and Mission Assurance Mission Services

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

CONTRACTOR

February 24, 2000

DATE

National Aeronautics and
Space Administration

STATEMENT OF GENERAL REQUIREMENTS

The contractor shall submit reports pursuant to the requirements of the attached Data Requirements List (DRL) and Data Requirements Descriptions (DRD's), which define the minimum contractor information required. The contractor shall also submit other special and non-recurring reports as may be required by the NASA Contracting Officer or his representative. Unless otherwise specified, all reports shall be addressed to the NASA Marshall Space Flight Center, Alabama, 35812. It is the intent to hold the cost of satisfying these requirements to a minimum. Insofar as practicable, the contractor's internal documents shall not be rewritten for the sake of meeting the minimum requirements as specified in the applicable DRL. In instances where minor differences in content and format exist between DRD requirements and contractor's document, action will be taken to resolve these differences and, where appropriate, a change in requirements will be effected. All documentation requirements shall be continually reviewed throughout the life of the contract to assure that each requirement is essential. Documents no longer needed shall be proposed to or by NASA for deletion.

NASA reserves the right to reasonably defer the dates of the delivery of any or all data required to be submitted. Such right may be exercised at no increase in the contract amount. The Government also reserves the right to terminate the requirement for any or all line items of data specified.

To the extent that data required to be furnished by other provisions of the contract are also identified and described in the DRL, compliance with the DRL shall be accepted as compliance with such other provisions.

Nothing contained in this data requirements provision shall relieve the contractor from furnishing data called for by, or under authority of, other provisions of the contract, which are not identified and described herein.

Electronic submission of data deliveries is preferred, except as noted in DRD's. The preferred format for electronic data is PC compatible Microsoft Word and Excel. E-mail addresses shall be provided at contract award.

When changes to original distribution requirements are required by the Contracting Agency, the contractor shall act upon such changes to the distribution of the data requirements, provided such changes do not incur additional costs. In the event that additional cost is involved, an equitable adjustment shall be negotiated.

For the purpose of classification and control, DRD's are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
LS	Logistics
MA	Management
SA	Safety

The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the control number for this particular activity.

Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:

- a. Method of reproduction – offset/xerography.
- b. Finished size – 8 1/2" X 11".
- c. Paper – 20-pound opaque bond.

- d. Cover - Litho cover stock.
- e. Pages will be printed on both sides; blank pages will be avoided when possible.
- f. Oversize pages will be avoided when possible, but if necessary will be folded to 8 1/2" X 11".
- g. Binding shall be the most economical method commensurate with the size of the report and its intended use.

Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
1	All issues and interim changes to those issues requires written approval from the requiring organization before formal release for use or implementation.
2	MSFC reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. Data shall be submitted to the procuring activity for review not less than 45 calendar days prior to its release for use or implementation. The contractor shall clearly identify the release target date in the "submitted for review" transmittal. If the contractor has not been notified of any disapproval prior to the release target date, the data shall be considered approved. To be an acceptable delivery, disapproved data shall be revised to remove causes for the disapproval before its release.
3	These data shall be delivered by the contractor as required by the contract and do not require MSFC approval. However, to be a satisfactory delivery, the data must satisfy all applicable contractual requirements.
4	These data are produced or used during performance of the contract and are retained by the contractor. They shall be delivered when MSFC requests it according to instructions in the request.
5	These data are incidental to contract performance and are retained by the contractor in those cases where contracting parties have agreed that delivery is not required. However, the Contracting Officer or the Contracting Officer's Representative shall have access to and can inspect this data at its location in the contractor's or subcontractor's facilities.

SAFETY AND MISSION ASSURANCE MISSION SERVICES DATA REQUIREMENTS LIST

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
<u>CD-Contractual Data</u>			
875CD-001	3	On-Site Employee Location Listing	PS22
875CD-002	2	Security Plans for Major Applications and General Support Systems	AD33
<u>LS-Logistics</u>			
875LS-001	1	Government Property Management Plan	PS10
<u>MA - Management</u>			
875MA-001	1	Management Plan	QS01
875MA-002	3	Financial Management Report	RS61
875MA-003	3	Progress Reports	QS01
875MA-004	2	Evaluation and Assessment Report	QS01
875MA-005	2	MSFC SRM&QA Documents	QS01
875MA-006	2	Operations Plan, Problem Assessment Center (PAC)	QS01
875MA-007	3	Quarterly Open Problems List	QS01
875MA-008	2	Monthly Newly Opened/Closed Problem Summary	QS01
875MA-009	1	Personnel Training and Certification Plan	QS01
<u>SA - Safety</u>			
875SA-001	2	On-site Safety and Health Plan	AD02/QS10
875SA-002	1	Mishap and Safety Statistics Reports	QS10

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 875 **ISSUE:** Draft
2. **DRD NO.:** 875CD-001
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** On-Site Employee Location Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks.
8. **OPR:** PS22 9. **DM:** QS01
10. **DISTRIBUTION:** QS01 (1), PS22 (1)
11. **INITIAL SUBMISSION:** Fifteenth of month following first month of operation after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update quarterly. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to FAR 52.215-2, *Federal Acquisition Regulation Clause:* Audit - Negotiation.
14. **INTERRELATIONSHIP:** PWS paragraph 2.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The On-Site Employee Location Listing shall provide NASA with a list of all on-site contractor employees working under this contract and their designated locations.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The list shall include the following information for each employee: employee's name, position, location (building/room number), shift assignment, supervisor's name, and supervisor's location (building/room number).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 875 ISSUE: Draft
2. DRD NO.: **875CD-002**
3. DATA TYPE: 2
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Security Plans for Major Applications and General Support Systems
7. DESCRIPTION/USE: To document risk assessment and safeguards for each Federal major application and general support system.
8. OPR: AD33 9. DM: QS10
10. DISTRIBUTION: QS01 (1), AD33 (1), QS10 (1)
11. INITIAL SUBMISSION: 45 days after contract award
12. SUBMISSION FREQUENCY: Revise as required by MPG 2810.1
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 7.7
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** A security plan shall be prepared for each Federal major application and general support system utilized in the performance of the contract by contractor and subcontractor personnel. Each security plan will be based on an assessment of risks and document the safeguards necessary to ensure sufficient availability, integrity, and confidentiality.
 - 15.2 **APPLICABLE DOCUMENTS:**
MPG 2810.1 *Security of Information Technology*
 - 15.3 **CONTENTS:** Plan contents are defined in MPG 2810.1.
 - 15.4 **FORMAT:** Contractor format is acceptable.
 - 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 875 ISSUE: Draft
2. DRD NO.: **875LS-001**
3. DATA TYPE: 1
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Government Property Management Plan
7. DESCRIPTION/USE: To describe the method of controlling and managing Government property.
8. OPR: PS10 9. DM: QS01
10. DISTRIBUTION: QS01 (4), QS10 (1), PS22 (1), and Cognizant property administrator
11. INITIAL SUBMISSION: Preliminary three months after Authority To Proceed (ATP)
12. SUBMISSION FREQUENCY: Final six months after ATP, revise as required
13. REMARKS: This document shall be the official contract requirements document for the control and identification of all Government property.
14. INTERRELATIONSHIP: PWS paragraph 2.2
15. DATA PREPARATION INFORMATION:
 - 15.1 SCOPE: The Government Property Management Plan defines the contractor's methods of care, accounting, and control of Government property.
 - 15.2 **APPLICABLE DOCUMENTS**

FAR	<i>Federal Acquisition Regulation, Part 45</i>
NHB 5100.4A	<i>Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto</i>
 - 15.3 **CONTENTS:** This plan shall satisfy the requirements of the documents listed in 15.2, and the contract. This plan shall consist of those procedures which constitute the contractor's property management system and shall include the following categories:

a. Property management.	i. Reports.
b. Acquisition.	j. Consumption.
c. Receiving.	k. Utilization.
d. Identification.	l. Maintenance.
e. Records.	m. Subcontractor control.
f. Movement.	n. Disposition.
g. Storage.	o. Contract closeout.
h. Physical inventories.	
 - 15.4 **FORMAT:** Contractor format is acceptable.
 - 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 875 ISSUE: Draft
2. DRD NO.: **875MA-001**
3. DATA TYPE: 1
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Management Plan
7. DESCRIPTION/USE: To provide a description of the contractor's overall management system and organization for accomplishing the requirements set forth in the contract.
8. OPR: QS01 9. DM: QS01
10. DISTRIBUTION: QS01 (4), QS10 (1), PS22 (1)
11. INITIAL SUBMISSION: 30 days after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Revise as required
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 2.0
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** The Plan shall be summary in nature with references to the Contractor's internal procedures. The Plan shall describe the contractor's concept, plans, practice, and approach for accomplishing (i.e., managing and controlling) mission services tasks, and management interfaces. It shall describe time-phased relationships of tasks and program elements.
 - 15.2 **APPLICABLE DOCUMENTS:** None
 - 15.3 **CONTENTS:** The Contractor's Plan shall have two sections addressing the following:
 - a. Provide an overview description of the tasks to be accomplished and a brief outline of methods by which the contractor proposes to manage each of the functional areas.

Functional Areas are:

 - (1) Systems Safety Engineering
 - (2) Industrial Safety
 - (3) Reliability and Maintainability
 - (4) Quality Assurance
 - (5) Information Management
 - (6) Project Assurance
 - (7) Human Exploration and Development of Space (HEDS) Independent Assurance
 - b. Provide a description of management concepts and plans necessary to perform the tasks delineated in the PWS. It shall also address the management systems and organizations used in defining and delegating task assignments and the communications channels between the Contractor and the Government. It shall include such management systems as, Project Management, Task Schedules (where applicable), Performance Evaluation/Measurement, Subcontracting, Cost Reduction program, Financial Management, Data Management.
 - 15.4 **FORMAT:** Contractor format is acceptable.
 - 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 875 ISSUE: Draft
2. DRD NO.: **875MA-002**
3. DATA TYPE: 3
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Financial Management Report (533M)
7. DESCRIPTION/USE: To provide monthly financial reports for monitoring program costs. The 533 reports are the official cost documents used at NASA for cost type, price re-determination, and fixed price incentive contracts.
8. OPR: RS40 9. DM: QS01
10. DISTRIBUTION: QS01 (4), QS10 (1), PS22 (1), RS61 (2)
11. INITIAL SUBMISSION: Within 10 days after the close of the first accounting month or no more than 40 days after authority to proceed, whichever is sooner.
12. SUBMISSION FREQUENCY: No later than 10 working days following the end of the contractor's accounting month
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 2.0
15. DATA PREPARATION INFORMATION:
 - 15.1 SCOPE: The Financial Management Report provides data on accumulated costs and funding projections for management of the contract.
 - 15.2 **APPLICABLE DOCUMENTS**

NFS 1852.242-73	<i>NASA Contractor Financial Management Reporting, (July 1997)</i>
NPG 9501.2	<i>NASA Contractor Financial Management Reporting</i>
 - 15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the contractor and NASA project office and cover labor hours by function, direct labor cost, materials, subcontracts, interdivisional work, other direct rates, overhead by pool, fringe, G&A, and fee. Changes or additions to elements of cost shall be by mutual agreement between the contractor and the NASA project manager. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. The 533M Report shall include actuals and projections at the total contract level. A summary page at the contract level shall be included reflecting the cumulative since inception cost for the contract.
 - 15.4 **FORMAT:** The NASA Form 533M shall be prepared per NPG 9501.2 and NFS 1852.242-73. Contractor format is acceptable provided all necessary requirements are met. Electronic submission of contractor data is strongly encouraged.
 - 15.5 **MAINTENANCE:** None required.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 875
2. DRD NO.: **875MA-003**
3. DATA TYPE: 3
4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Progress Reports
7. DESCRIPTION/USE: To provide data for the assessment of contract progress. To provide visibility to contractor and MSFC Management of actual and potential problems and progress toward meeting the requirements of the contract.
8. OPR: QS01
9. DM: QS01
10. DISTRIBUTION: QS01 (4), QS10 (1), PS22 (1)
- INITIAL SUBMISSION: Quarterly: End of the first quarter. Monthly: Fifteen (15) calendar days following the close of the first reporting period after contract award.
12. SUBMISSION FREQUENCY: Quarterly, on or before the fifteenth (15th) calendar day after close of the contractor's accounting month following the end of the quarter reported. Monthly, on or before the fifteenth calendar day after close of the reporting period.
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 2.0
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** The Quarterly Reports shall provide a comprehensive status on all active tasks and include the necessary information to assess status and identify problems that need resolution for accomplishment of the contract tasks. The Monthly Reports shall provide tasks and human resources for the contractor and subcontractor efforts.
 - 15.2 **APPLICABLE DOCUMENTS:** None
 - 15.3 **CONTENTS:** The reports shall include:
 - Quarterly
 - a. Review of work accomplished, including quantitative description, during the reporting period.
 - b. Discussion of non-routine tasks for the next reporting period.
 - c. Indications of any problems which may impede performance or impact performance, schedule or cost.
 - d. Man-hours expended in each WBS task for the current months and cumulative months, showing overtime hours separately.
 - e. Any other information that may assist the technical evaluators in evaluating the technical and administrative program; such as innovative processes, cost-reduction initiatives, etc.
 - b. Personnel statistical information, numbers by functional assignments, etc.
 - Monthly

The report shall include for each of the WBS tasks cumulative number of manhours (by major skill category) expended performing the task during the subject month and a brief, quantitative if possible, summary of the work accomplished during the subject month by WBS.
 - 15.4 **FORMAT:**

Contractor format is acceptable, however, the Quarterly Reports shall be brief in narrative form and the Monthly Reports are preferred in tabular form, addressing, WBS/Skill Category, Hours Worked, and Summary of Accomplishments.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 875 **ISSUE:** Draft
2. **DRD NO.:** 875MA-004
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Evaluation and Assessment Reports
7. **DESCRIPTION/USE:** Provide the S&MA Office with the information required to accomplish its mission in support of MSFC Programs and Projects.
8. **OPR:** QS01 9. **DM:** QS01
10. **DISTRIBUTION:** As directed by the COTR
11. **INITIAL SUBMISSION:** As required
12. **SUBMISSION FREQUENCY:** If requested, for each document evaluated and each milestone review.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 11.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The reports shall be for various types of reviews for comment, analyses and evaluations required by the Statement of Work
- 15.2 **APPLICABLE DOCUMENTS**
None.
- 15.3 **CONTENTS:** The contractor shall provide review comments, analyses and evaluations of various types of documents for the purpose of determining adequacy and compliance with requirements. Such as:

NASA Handbooks, MSFC requirements documents, Level II requirements documents, contractor or Government drawings, specifications, FMEA's, CIL's, Hazard Analyses, Quality Plans and Procedures, Safety Plans, Test Plans and Procedures, Software, ECP/ECR/SCR's, OMI/OMRSD's, and other documents applicable to MSFC Programs and Projects.

The contractor shall detail deficiencies and make recommendations for approval, disapproval, and required changes. The contractor shall also provide trip reports.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 875 **ISSUE:** Draft
2. **DRD NO.:** 875MA-005
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** MSFC Safety, Reliability, Maintainability and Quality Assurance (SRM&QA) Documents
7. **DESCRIPTION/USE:** Provide the S&MA Office with the plans, procedures, briefing materials and other documents required in accomplishment of SRM&QA activities.
8. **OPR:** QS01 9. **DM:** QS01
10. **DISTRIBUTION:** As directed by the COTR
11. **INITIAL SUBMISSION:** As required
12. **SUBMISSION FREQUENCY:** As required and requested by the S&MA Office.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 11.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** These documents shall be various types of MSFC SRM&QA plans, procedures and requirements documents.
- 15.2 **APPLICABLE DOCUMENTS**
NASA and MSFC Directives and Standards as applicable.
- 15.3 **CONTENTS:** The contractor shall prepare documents for MSFC S&MA approval and use the various types of plans, procedures, and other documentation for MSFC in-house SRM&QA activities. Examples are quality plans and procedures, verification analyses, safety analyses, FMEA's, CIL's, reliability and maintainability analyses and assessments, and other types of documents detailed in the Statement of Work. The contractor shall also have the capability of preparing charts (viewgraphs) and writing documents such as training plans and SRM&QA management plans. The contractor shall prepare the documents in accordance with NASA or MSFC Directives and standards associated with the preparation of the different documents requested.
- 15.4 **FORMAT:** The contractor shall use the format established by the directives governing the preparation of the specific documents, otherwise contractor format will be acceptable.
- 15.5 **MAINTENANCE:** Maintained current by page revision or complete reissue to reflect all approved changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 875 **ISSUE:** Draft
2. **DRD NO.:** 875MA-006
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Operations Plan, Problem Assessment Center (PAC)
7. **DESCRIPTION/USE:** Update the PAC Operations plan.
8. **OPR:** QS01 9. **DM:** QS01
10. **DISTRIBUTION:** QS01 (4), PS22 (1)
11. **INITIAL SUBMISSION:** Sixty (60) days after contract award.
12. **SUBMISSION FREQUENCY:** Revisions as required.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 5.5.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The plan shall identify the organization, implementation and control of the PAC.
- 15.2 **APPLICABLE DOCUMENTS**
NSTS 08126, *Space Shuttle Problem Reporting and Corrective Action System Requirements*

SSP 30223, *International Space Station Program Problem Reporting and Corrective Action System Requirements*
- 15.3 **CONTENTS:**
The PAC Operations Plan shall provide identification of the disciplines, controls and interfaces necessary to implement operation of the PAC, and shall satisfy the requirements of the documents listed in 15.2.
- 15.4 **FORMAT:** The format of the plan shall permit accommodation of special requirements of new projects via appendices. Generally, the order of tasks shall be in accordance with paragraph 5.5 of the PWS.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue. The Plan shall be reviewed at least once each year to identify necessary changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 875 **ISSUE:** Draft
2. **DRD NO.:** 875MA-007
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Quarterly Open Problem List
7. **DESCRIPTION/USE:** Provide MSFC element Project Managers with the status of open problem reports.
8. **OPR:** QS01 9. **DM:** QS01
10. **DISTRIBUTION:** QS01 (4), PS22 (1), and Approximately thirty (30) copies to appropriate MSFC Offices. Distribution to be determined by the COTR.
11. **INITIAL SUBMISSION:** Fifteen (15) calendar days after the end of the first reporting period following the award of the contract.
12. **SUBMISSION FREQUENCY:** Quarterly, fifteen (15) calendar days after the end of the last month of the quarter.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 5.5.9d
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The list shall provide the status of all open problem reports and depict trends relative to problem occurrence rates.
- 15.2 **APPLICABLE DOCUMENTS:** None
- CONTENTS:**
 - a. Summary status charts of open problems shall be prepared for each project. The summaries shall contain, in matrix format, the number of problem reports by activity and criticality category and the number of reports open more than six (6) months.
 - b. A separate chart shall be prepared showing the open problem reports by major elements subsystems for designated projects.
 - c. A chart showing the total numbers of open problems, by criticality, for all elements combined shall also be prepared.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 875 **ISSUE:** Draft
2. **DRD NO.:** 875MA-008
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Monthly Newly Opened/Closed Problem Summary
7. **DESCRIPTION/USE:** Provide MSFC Project Offices, S&MA and Engineering Directorate with current problem processing status.
8. **OPR:** QS01 9. **DM:** QS01
10. **DISTRIBUTION:** QS01 (4), PS22 (1), and Approximately thirty (30) copies to appropriate MSFC Offices. Distribution to be determined by the COTR.
11. **INITIAL SUBMISSION:** Ten (10) calendar days following the end of the first month of the contract.
12. **SUBMISSION FREQUENCY:** Monthly, ten (10) calendar days following the end of the month .
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 5.5.9e
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report shall list all problems which were newly opened or closed during the subject month.
- 15.2 **APPLICABLE DOCUMENTS**
None.
- 15.3 **CONTENTS :**
 - a. Provide the following information for each newly opened or closed problem.
 1. MSFC Report Number
 2. Project Name
 3. Contractor
 4. Contractor Report Number
 5. Problem Title
 6. Failure Date
 7. Non-conforming Article Nomenclature
 8. Location of Problem Occurrence
 9. Status
 10. Criticality
 - a. Functional
 - b. Hardware
 11. Closed Data (For newly closed problems only)
 - b. Summary status charts of open problems shall be prepared for each project. The summaries shall contain, matrix format, the number of problem reports by activity and criticality category. The number of reports open more than six (6) months shall also be indicated.
 - c. Provide tabular summaries of open problems (total open and those open over 6 months) by project and by functional criticality within each project.
 - d. Provide tabular summaries of the numbers of newly opened and newly closed problem reports by project.
- 15.4 **FORMAT:** Contractor's format is acceptable.
- 15.5 **MAINTENANCE:** None

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 875
2. **DRD NO.:** 875MA-009
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Personnel Training and Certification Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for definition of training and personnel certification criteria and procedures to be implemented.
8. **OPR:** QS10
9. **DM:** QS01
10. **DISTRIBUTION:** QS01 (1), QS10 (1), PS22 (1)
11. **INITIAL SUBMISSION:** Ten (10) days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** SOW paragraph 2.5
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Personnel Training and Certification Plan provides for training, certification, and re-certification of personnel engaged in hazardous operations and performance of critical processes. The purpose of a training and certification program is to assure that all personnel are capable of performing their duties and work assignments without endangering themselves, fellow employees, equipment and/or facilities.
- 15.2 **APPLICABLE DOCUMENTS**

MPG 1700.1	<i>MSFC Industrial Safety Procedures and Guidelines</i>
MPG 3410.1	<i>Training</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MWI 3410.2	<i>Personnel Certification for NDE</i>
QS10-QA-021	<i>Personnel Certification for Explosives Handling and Inspection</i>
QS10-QA-022	<i>Visual Weld Inspection</i>
ANSI B31.1	<i>Code for Power Piping</i>
ANSI B31.3	<i>Code for Chemical Plant and Refinery Piping</i>
ANSI/AWS D1.1	<i>Structural Welding Code/Steel</i>
ANSI/AWS D1.2	<i>Structural Welding Code/Aluminum</i>
NHB 1700.1 (V1-B)	<i>NASA Safety Policy and Requirements Document</i>
- 15.3 **CONTENTS :** The Personnel Training and Certification Plan shall include criteria which relate to work classification and skills, education, experience, training, and other qualifications necessary to assure safe and efficient operation and maintenance of inspection and test stand systems and high quality workmanship. The plan shall fulfill the requirements of the applicable documents listed in 15.2 and include:
 - A. Training and certification program.
 1. General
 - a. Program description.
 - b. Program administration.
 - c. Certification duration.
 - d. Definitions.

DRD Continuation Sheet

TITLE: Personnel Training and Certification Plan

DRD NO.: 875MA-009

DATA TYPE: 2

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- e. Job description summaries.
- f. Task assignments per job description.
- g. Skills required per job description.
- 2. Certification requirements/skills.
 - a. Education.
 - b. Experience/work history.
 - c. Specialized training.
 - d. Physical condition/attitude.
- 3. Certification process.
 - a. Supervision responsibilities.
 - b. Certifying authority.
 - c. Formal/informal examination.
 - d. Proficiency demonstration.
- 4. Certification documentation.
- B. Specific skills requiring training and proficiency shall include:
 - 1. Schematic and drawing comprehension.
 - 2. Test and launch operations.
- C. Specific skills requiring certification and proficiency shall include:
 - 1. Solid propellant inspection *.
 - 2. Confined space *.
 - 3. Welding inspection and nondestructive evaluation (NDE).
 - 4. Program Critical Hardware (PCH) *.
 - 5. Lifting Equipment Training Certified Examiner.
 - 6. Propellant and Explosive Handler *.
 - 7. Risk Management Course Instructors (NASA Headquarters provided training, travel required).

* Training provided by the Government at MSFC.

15.4 **FORMAT :** Contractor format is acceptable.

15.5 **MAINTENANCE :** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 875 **ISSUE:** Draft
2. **DRD NO.:** 875SA-001
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** On-site Safety and Health Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for planning, management, control, and implementation of the contractor's industrial/occupational safety, health, and environmental program.
8. **OPR:** AD02/QS10/AD10 9. **DM:** QS01
10. **DISTRIBUTION:** QS01 (4), QS10 (1), PS22 (1)
11. **INITIAL SUBMISSION:** Preliminary with proposal
12. **SUBMISSION FREQUENCY:** Ten days after Authority to Proceed (ATP); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; FAR 52.223-1, *Clean Air and Water Certification*; FAR 52.223-2, *Clean Air and Water*; FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*; FAR 52.223-4, *Recovered Material Certification*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-9, *Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Items*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-11, *Ozone Depleting Substances*; FAR 52.223-12, *Refrigeration Equipment and Air Conditioners*; FAR 52.223-13, *Certification of Toxic Chemical Release Reporting*; and FAR 52.223-14, *Toxic Chemical Release Reporting*; PWS paragraph 2.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The On-site Safety and Health Plan describes the contractor's method of implementing occupational safety, health, and environmental standards over the duration of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** Implementation of the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan.
 - 29 CFR 1910 *Department of Labor; Occupational Safety and Health Administration Standards for General Industry*
 - 29 CFR 1926 *Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry (if applicable to scope of this contract)*
 - 40 CFR *Protection of the Environment*
 - ANSI Standards applicable to the scope of this contract
 - ASME Boiler and Pressure Vessel Code
 - MMI 8800.3 *MSFC Environmental Management Program (to be updated to MPG 8870.1)*
 - MPG 1040.3 *MSFC Emergency Plan*
 - MPG 1840.3 *MSFC Hazardous Chemicals in Laboratories Protection Program*
 - MPG 1840.1 *MSFC Confined Space Entries*
 - MPD 1860.2 *Radiation Safety Program*
 - MPG 1810.1 *MSFC Occupational Medicine*
 - MPD 1840.3 *MSFC Respiratory Protection Program*
 - MPD 1840.2 *MSFC Hearing Conservation Program*
 - MPD 1840.1 *MSFC Environmental Health Program*
 - MPG 1840.2 *MSFC Hazard Communication Program*
 - MPD 1860.1 *Laser Safety*
 - MPG 1800.1 *Bloodborne Pathogens*

MPG 1700.1

MSFC Industrial Safety Procedures and Guidelines (to be updated to MPG 8715.1)

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: 875SA-001

DATA TYPE: 2

PAGE: 2/3

15. **DATA PREPARATION INFORMATION (CONTINUED):**
- | | |
|-------------------|--|
| MPD 8900.1 | <i>Medical Operations Responsibilities for Human Space Flight Programs</i> (NOTE: This document only applies to Space Station contracts) |
| NFPA Standards | <i>National Electrical Code and National Fire Code</i> |
| NHB 1700.1 (V1-B) | <i>NASA Safety Policy and Requirements Document</i> (to be updated to NPG 8715.2, "NASA Safety Manual Procedures and Guidelines") |
| NSS 1740.11 | <i>Safety Standard for Fire Protection</i> (to be updated to NASA-STD-8719.11) |
- 15.3 **CONTENTS:** The plan shall describe the manner in which the contractor shall implement the intent of the requirements of the applicable documents as they pertain to the specific statement of work tasks to be performed. The plan shall define the safety, health, and environmental program, objectives and goals, management structure, and detailed description of the total safety program including responsibilities, procedures, reporting, training, compliance methodologies, and interface and coordination activities. The On-site Safety and Health Plan shall include:
- a. Statement of management policy, commitment, and accountability to provide for the safety and health of personnel (i.e., employees, customers, and public) and property and compliance with EPA, OSHA and NASA requirements.
 - b. Provision for top-level management monthly safety committee meetings.
 - c. Descriptions of safety awareness and motivation programs, including documented safety meeting requirements, and documented safety awareness training for employees. (Note: each supervisor shall conduct, at a minimum, one safety meeting per month.)
 - d. Methods of hazard identification and control, e.g., hazard analysis and risk assessment. (Note: Job Hazard Analysis (JHA) shall be performed for all tasks.)
 - e. Methods to include clear statements of hazardous situations and necessary cautions in appropriate detail plans, procedures, and other working documents.
 - f. Means for training each employee to recognize hazards and avoid accidents, and assuring each employee has a clear understanding of the disciplinary program.
 - g. Provisions for training and certification of personnel performing potentially hazardous operations. Job categories under the contracted effort that require certification shall be identified.
 - h. Descriptions of OSHA programs that require documented plans (e.g., Personnel Protective Equipment (PPE), Confined Space, and Lockout/Tagout, etc. Include the interrelationships with the MSFC plans.) (Note: only programs applicable to the contract need to be addressed.)
 - i. Controls over the procurement, storage, issuance, and use of hazardous substances and procedures for recycling and disposal of hazardous waste.
 - j. Method of ensuring a documented emergency management program. Include a list of emergency points of contract. (Note: on-site contractors may use MPG 1040.3.)
 - k. Method of reporting and investigating all mishaps and close calls, including an outline of reporting requirements and a description of how root cause analysis is to be accomplished.
 - l. Provisions for safety and health services such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, and hazard communication.
 - m. Requirements for formal safety inspections and correction of deficiencies.
 - n. Requirements for documented safety visits. (Note: each supervisor shall conduct, at a minimum, one safety visit per month.)

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: 875SA-001

DATA TYPE: 2

PAGE: 3/3

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- o. Means of program evaluation, identifying duties, methods and frequency for internal evaluation of the safety and health program, and identification of personnel who perform evaluations and to whom evaluations are reported and who approves corrective action. (Note: program evaluation shall be conducted, at a minimum, once per year.)
- p. Schedules of the frequency and documentation requirements for inspections, plan and procedure reviews, and certifications.
- q. Provision for suspending work where safety or environmental conditions warrant such action.
- r. Flowdown of safety responsibilities between appropriate tiers (i.e., subcontractors).
- s. Identification of employees (by type, classification, and qualification) responsible for the implementation of the above elements.
- t. Provisions for compliance with environmental laws and regulations by: reporting hazardous and toxic substance use; implementing green procurements; reducing, reusing, and recycling of hazardous and toxic substances prior to disposal; minimizing stormwater pollution; ensuring equipment and processes permitted by applicable laws; and disposing of solid and liquid materials as permitted by applicable laws.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 875 **ISSUE:** Draft
2. **DRD NO.:** 875SA-002
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of mishaps and related information required to produce metrics for MSFC.
8. **OPR:** QS10 9. **DM:** QS01
10. **DISTRIBUTION:** As required
11. **INITIAL SUBMISSION:**
 - a. Type A or B mishaps: Initial notification shall be by telephone immediately. MSFC Form 4370 shall be submitted within 4 hours of knowledge of all mishaps that have the potential for: lost-time, damage exceeding \$25,000, impacting critical project/program schedule, or gaining public attention in accordance with MWI 8621.1.
 - b. Type C, Incident, and Close Call mishaps: Initial notification shall be by MSFC Form 4370 within 4 hours of knowledge.
 - c. A follow-up mishap report shall be submitted using NASA Form 1627 within 10 days of mishap in accordance with MWI 8621.1.
 - d. MSFC Form 4371 listing the baseline information (e.g., contract number, subcontractors, SIC codes, number of employees, number of supervisors, etc.) shall be submitted by the 10th of each month following contract award.
 - e. Mishap Board Report: After completion of Type A or B mishap investigation.
12. **SUBMISSION FREQUENCY:**
 - a. MSFC Form 4370 - Each occurrence of a mishap.
 - b. NASA Form 1627 - Each occurrence of a mishap. Corrective action status reports are due every 30 days until the final report is submitted.
 - c. MSFC Form 4371 - By the 10th of each month.
 - d. Mishap Board Report - Each occurrence of a Type A or B mishap.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NHB 1700.1 (V2).
- 15.2 **APPLICABLE DOCUMENTS**

NHB 1700.1 (V2) *Guidelines for Mishap Investigation* (to be replaced with NPG 8621.1, *NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping*, upon release)
MWI 8621.1 *Close Call and Mishap Reporting and Investigation Program*
- 15.3 **CONTENTS:** The reports shall contain the information required by NHB 1700.1 (V2). The contractor shall use the forms listed in 15.4 to report mishaps and related information required to produce the safety metrics.

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 875SA-002

DATA TYPE: 1

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.4 **FORMAT:** The following formats shall be submitted:

- a. MSFC Form 4370, "MSFC Flash Mishap Report."
- b. NASA Form 1627, "NASA Mishap Report."
- c. MSFC Form 4371, "MSFC Contractor Safety Statistics."
- d. Mishap Board Report using the format provided in NHB 1700.1 (V2).

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

ATTACHMENT J-3

WAGE DETERMINATION

REGISTER OF WAGE DETERMINATION UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
Washington, D.C. 20210

Wage Determination No.: 94-2008

Revision No.: 13

Division of Wage Determinations

Date of Last Revision: 09/28/1998

State): Alabama, Tennessee

Areas: Alabama COUNTIES OF Colbert, Franklin, Jackson, Lauderdale,
Lawrence

Limestone, Madison, Marion, Marshall, Morgan, Winston
Tennessee COUNTIES OF Giles, Lawrence, Lincoln, Moore, Wayne

** Fringe Benefits Required For All Occupations Included In
This Wage Determination Follow The Occupational Listing **

OCCUPATION CODE AND TITLE

MINIMUM HOURLY WAGE

Administrative Support and Clerical Occupations:

01011 Accounting Clerk I	\$ 7.21
01012 Accounting Clerk II	\$ 8.68
01013 Accounting Clerk III	\$ 11.03
01014 Accounting Clerk IV	\$ 13.80
01030 Court Reporter	\$ 10.63
01050 Dispatcher, Motor Vehicle	\$ 10.63
01060 Document Preparation Clerk	\$ 9.00
01070 Messenger (Courier)	\$ 7.14
01090 Duplicating Machine Operator	\$ 9.00
01110 Film/Tape Librarian	\$ 9.00
01115 General Clerk I	\$ 7.14
01116 General Clerk II	\$ 8.05
01117 General Clerk III	\$ 9.00
01118 General Clerk IV	\$ 10.53
01120 Housing Referral Assistant	\$ 12.70
01131 Key Entry Operator I	\$ 7.98
01132 Key Entry Operator II	\$ 9.12
01191 Order Clerk I	\$ 8.51
01192 Order Clerk II	\$ 11.56
01261 Personnel Assistant (Employment) I	\$ 6.70
01262 Personnel Assistant (Employment) II	\$ 8.83
01263 Personnel Assistant (Employment) III	\$ 9.87
01264 Personnel Assistant (Employment) IV	\$ 10.03
01270 Production Control Clerk	\$ 12.70

01290 Rental Clerk	\$ 9.00
01300 Scheduler, Maintenance	\$ 9.00
01311 Secretary I	\$ 9.00
01312 Secretary II	\$ 10.63
01313 Secretary III	\$ 12.70
01314 Secretary IV	\$ 15.45
01315 Secretary V	\$ 17.16
01320 Service Order Dispatcher	\$ 9.00
01341 Stenographer I	\$ 10.52
01342 Stenographer II	\$ 11.92
01400 Supply Technician	\$ 15.45
01420 Survey Worker (Interviewer)	\$ 10.63
01460 Switchboard Operator-Receptionist	\$ 7.45
01510 Test Examiner	\$ 10.63
01520 Test Proctor	\$ 10.63
01531 Travel Clerk I	\$ 7.29
01532 Travel Clerk II	\$ 7.72
01533 Travel Clerk III	\$ 8.23
01611 Word Processor I	\$ 8.55
01612 Word Processor II	\$ 9.60
01613 Word Processor III	\$ 10.73

Automatic Data Processing Occupations:

03010 Computer Data Librarian	\$ 9.48
03041 Computer Operator I	\$ 9.48
03042 Computer Operator II	\$ 10.58
03043 Computer Operator III	\$ 13.40
03044 Computer Operator IV	\$ 13.98
03045 Computer Operator V	\$ 15.49
03071 Computer Programmer I 1/	\$ 13.20
03072 Computer Programmer II 1/	\$ 15.55
03073 Computer Programmer III 1/	\$ 18.54
03074 Computer Programmer IV 1/	\$ 22.43
03101 Computer Systems Analyst I 1/	\$ 18.73
03102 Computer Systems Analyst II 1/	\$ 20.99
03103 Computer Systems Analyst III 1/	\$ 25.59
03160 Peripheral Equipment Operator	\$ 9.48

Automotive Service Occupations:

05005 Automobile Body Repairer, Fiberglass	\$ 15.44
05010 Automotive Glass Installer	\$ 14.07
05040 Automotive Worker	\$ 14.07
05070 Electrician, Automotive	\$ 14.76
05100 Mobile Equipment Servicer	\$ 12.75
05130 Motor Equipment Metal Mechanic	\$ 15.44
05160 Motor Equipment Metal Worker	\$ 14.07
05190 Motor Vehicle Mechanic	\$ 15.44
05220 Motor Vehicle Mechanic Helper	\$ 12.10
05250 Motor Vehicle Upholstery Worker	\$ 13.43
05280 Motor Vehicle Wrecker	\$ 14.07
05310 Painter, Automotive	\$ 14.76
05340 Radiator Repair Specialist	\$ 14.07
05370 Tire Repairer	\$ 12.75
05400 Transmission Repair Specialist	\$ 15.44

Food Preparation and Service Occupations:

07010 Baker	\$ 8.40
07041 Cook I	\$ 7.47
07042 Cook II	\$ 8.40
07070 Dishwasher	\$ 6.16
07100 Food Service Worker (Cafeteria Worker)	\$ 6.16
07130 Meat Cutter	\$ 8.40
07250 Waiter/Waitress	\$ 6.59

Furniture Maintenance and Repair Occupations:

09010 Electrostatic Spray Painter	\$ 16.97
09040 Furniture Handler	\$ 13.47
09070 Furniture Refinisher	\$ 16.97
09100 Furniture Refinisher Helper	\$ 13.92
09110 Furniture Repairer, Minor	\$ 15.44
09130 Upholsterer	\$ 16.97

General Service and Support Occupations:

11030 Cleaner, Vehicles	\$ 6.16
11060 Elevator Operator	\$ 6.16
11090 Gardener	\$ 7.47
11121 Housekeeping Aide I	\$ 6.16
11122 Housekeeping Aide II	\$ 6.59
11150 Janitor	\$ 6.16
11210 Laborer, Grounds Maintenance	\$ 6.16
11240 Maid or Houseman	\$ 5.73
11270 Pest Controller	\$ 7.86
11300 Refuse Collector	\$ 6.16
11330 Tractor Operator	\$ 7.44
11360 Window Cleaner	\$ 6.30

Health Occupations:

12020 Dental Assistant	\$ 10.12
12040 Emergency Medical Technician/Paramedic Ambulance Driver	\$ 10.12
12071 Licensed Practical Nurse I	\$ 8.06
12072 Licensed Practical Nurse II	\$ 9.05
12073 Licensed Practical Nurse III	\$ 10.12
12100 Medical Assistant	\$ 9.05
12130 Medical Laboratory Technician	\$ 9.05
12160 Medical Record Clerk	\$ 9.05
12190 Medical Record Technician	\$ 12.54
12221 Nursing Assistant I	\$ 6.57
12222 Nursing Assistant II	\$ 7.38
12223 Nursing Assistant III	\$ 8.06
12224 Nursing Assistant IV	\$ 9.05
12250 Pharmacy Technician	\$ 11.28
12280 Phlebotomist	\$ 9.05
12311 Registered Nurse I	\$ 12.54
12312 Registered Nurse II	\$ 15.34
12313 Registered Nurse II, Specialist	\$ 15.34
12314 Registered Nurse III	\$ 18.56
12315 Registered Nurse III, Anesthetist	\$ 18.56

12316 Registered Nurse IV \$ 22.25
 Information and Arts Occupations:

13002 Audiovisual Librarian	\$ 15.45
13011 Exhibits Specialist I	\$ 13.04
13012 Exhibits Specialist II	\$ 17.43
13013 Exhibits Specialist III	\$ 19.32
13041 Illustrator I	\$ 13.04
13042 Illustrator II	\$ 17.43
13043 Illustrator III	\$ 19.32
13047 Librarian	\$ 17.16
13050 Library Technician	\$ 12.00
13071 Photographer I	\$ 12.57
13072 Photographer II	\$ 14.51
13073 Photographer III	\$ 17.38
13074 Photographer IV	\$ 21.26
13075 Photographer V	\$ 25.80

Laundry, Drycleaning, Pressing and Related Occups:

15010 Assembler	\$ 5.79
15030 Counter Attendant	\$ 5.79
15040 Dry Cleaner	\$ 7.04
15070 Finisher, Flatwork, Machine	\$ 5.79
15090 Presser, Hand	\$ 5.79
15100 Presser, Machine, Drycleaning	\$ 5.79
15130 Presser, Machine, Shirts	\$ 5.79
15160 Presser, Machine, Wearing Apparel, Laundry	\$ 6.41
15190 Sewing Machine Operator	\$ 7.37
15220 Tailor	\$ 7.69
15250 Washer, Machine	\$ 6.23

Machine Tool Operation and Repair Occupations:

19010 Machine-Tool Operator (Toolroom)	\$ 16.97
19040 Tool and Die Maker	\$ 20.69

Materials Handling and Packing Occupations:

21010 Fuel Distribution System Operator	\$ 15.87
21020 Material Coordinator	\$ 13.22
21030 Material Expediter	\$ 13.22
21040 Material Handling Laborer	\$ 8.05
21050 Order Filler	\$ 10.50
21071 Forklift Operator	\$ 11.68
21080 Production Line Worker (Food Processing)	\$ 10.15
21100 Shipping/Receiving Clerk	\$ 10.12
21130 Shipping Packer	\$ 10.12
21140 Store Worker I	\$ 8.46
21150 Stock Clerk (Shelf Stocker; Store Worker II)	\$ 9.94
21210 Tools and Parts Attendant	\$ 12.02
21400 Warehouse Specialist	\$ 10.15

Mechanics and Maintenance and Repair Occupations:

23010 Aircraft Mechanic	\$ 17.76
23040 Aircraft Mechanic Helper	\$ 13.92

23050 Aircraft Quality Control Inspector	\$ 19.53
23060 Aircraft Servicer	\$ 15.44
23070 Aircraft Worker	\$ 16.18
23100 Appliance Mechanic	\$ 16.97
23120 Bicycle Repairer	\$ 14.66
23125 Cable Splicer	\$ 17.76
23130 Carpenter, Maintenance	\$ 16.97
23140 Carper Layer	\$ 16.18
23160 Electrician, Maintenance	\$ 19.91
23181 Electronics Technician, Maintenance I	\$ 10.84
23182 Electronics Technician, Maintenance II	\$ 18.67
23183 Electronics Technician, Maintenance III	\$ 19.45
23260 Fabric Worker	\$ 15.44
23290 Fire Alarm System Mechanic	\$ 17.76
23310 Fire Extinguisher Repairer	\$ 15.19
23340 Fuel Distribution System Mechanic	\$ 17.76
23370 General Maintenance Worker	\$ 15.87
23400 Heating, Refrigeration and Air-Conditioning Mechanic	\$ 17.76
23430 Heavy Equipment Mechanic	\$ 17.76
23440 Heavy Equipment Operator	\$ 17.27
23460 Instrument Mechanic	\$ 17.76
23470 Laborer	\$ 7.04
23500 Locksmith	\$ 16.97
23530 Machinery Maintenance Mechanic	\$ 20.02
23550 Machinist, Maintenance	\$ 16.35
23580 Maintenance Trades Helper	\$ 13.92
23640 Millwright	\$ 17.76
23700 Office Appliance Repairer	\$ 16.97
23740 Painter, Aircraft	\$ 16.97
23760 Painter, Maintenance	\$ 16.97
23790 Pipefitter, Maintenance	\$ 17.76
23800 Plumber, Maintenance	\$ 16.97
23820 Pneudraulic Systems Mechanic	\$ 17.76
23850 Rigger	\$ 17.76
23870 Scale Mechanic	\$ 16.18
23890 Sheet-Metal Worker, Maintenance	\$ 17.76
23910 Small Engine Mechanic	\$ 16.18
23930 Telecommunications Mechanic I	\$ 17.76
23931 Telecommunications Mechanic II	\$ 19.53
23950 Telephone Lineman	\$ 17.76
23960 Welder, Combination, Maintenance	\$ 17.76
23965 Well Driller	\$ 17.76
23970 Woodcraft Worker	\$ 17.76
23980 Woodworker	\$ 15.87

Personal Needs Occupations:

24570 Child Care Attendant	\$ 6.66
24580 Child Care Center Clerk	\$ 8.32
24600 Chore Aide	\$ 5.73
24630 Homemaker	\$ 9.25

Plant and System Operation Occupations:

25010 Boiler Tender	\$ 17.76
25040 Sewage Plant Operator	\$ 16.97
25070 Stationary Engineer	\$ 17.76

25190 Ventilation Equipment Tender	\$ 13.92
25210 Water Treatment Plant Operator	\$ 16.97

Protective Service Occupations:

27004 Alarm Monitor	\$ 9.94
27006 Corrections Officer	\$ 10.51
27010 Court Security Officer	\$ 10.51
27040 Detention Officer	\$ 10.51
27070 Firefighter	\$ 9.29
27101 Guard I	\$ 7.17
27102 Guard II	\$ 9.94
27130 Police Officer	\$ 12.83

Stevedoring/Longshoremen Occupational Services:

28010 Blocker and Bracer	\$ 11.79
28020 Hatch Tender	\$ 11.79
28030 Line Handler	\$ 11.79
28040 Stevedore I	\$ 11.27
28050 Stevedore II	\$ 12.36

Technical Occupations:

29010 Air Traffic Control Specialist, Center 2/	\$ 24.14
29011 Air Traffic Control Specialist, Station 2/	\$ 16.64
29012 Air Traffic Control Specialist, Terminal 2/	\$ 18.33
29023 Archeological Technician I	\$ 12.57
29024 Archeological Technician II	\$ 14.07
29025 Archeological Technician III	\$ 17.43
29030 Cartographic Technician	\$ 17.43
29035 Computer Based Training (CBT) Specialist/Instructor	\$ 18.73
29040 Civil Engineering Technician	\$ 17.43
29061 Drafter I	\$ 11.21
29062 Drafter II	\$ 12.57
29063 Drafter III	\$ 14.23
29064 Drafter IV	\$ 17.43
29081 Engineering Technician I	\$ 10.16
29082 Engineering Technician II	\$ 12.64
29083 Engineering Technician III	\$ 15.18
29084 Engineering Technician IV	\$ 20.95
29085 Engineering Technician V	\$ 24.44
29086 Engineering Technician VI	\$ 29.56
29090 Environmental Technician	\$ 15.35
29100 Flight Simulator/Instructor (Pilot)	\$ 20.99
29150 Graphic Artist	\$ 18.73
29160 Instructor	\$ 15.32
29210 Laboratory Technician	\$ 13.40
29240 Mathematical Technician	\$ 18.15
29361 Paralegal/Legal Assistant I	\$ 10.63
29362 Paralegal/Legal Assistant II	\$ 15.45
29363 Paralegal/Legal Assistant III	\$ 18.85
29364 Paralegal/Legal Assistant IV	\$ 22.81
29390 Photooptics Technician	\$ 18.15
29480 Technical Writer	\$ 22.29
29491 Unexploded Ordnance Technician I	\$ 15.34
29492 Unexploded Ordnance Technician II	\$ 18.56

29493 Unexploded Ordnance Technician III	\$ 22.25
29494 Unexploded Safety Escort	\$ 15.34
29495 Unexploded Sweep Personnel	\$ 15.34
29620 Weather Observer, Senior 2/	\$ 13.69
29621 Weather Observer, Combined Upper Air & Surface Programs 2/	\$ 13.40
29622 Weather Observer, Upper Air 2/	\$ 13.40

Transportation/Mobile Equipment Operation Occups:

31030 Bus Driver	\$ 10.65
31260 Parking and Lot Attendant	\$ 6.87
31290 Shuttle Bus Driver	\$ 8.74
31300 Taxi Driver	\$ 8.33
31361 Truckdriver, Light Truck	\$ 8.74
31362 Truckdriver, Medium Truck	\$ 9.90
31363 Truckdriver, Heavy Truck	\$ 10.74
31364 Truckdriver, Tractor-Trailer	\$ 10.97

Miscellaneous Occupations:

99020 Animal Caretaker	\$ 6.16
99030 Cashier	\$ 5.44
99041 Carnival Equipment Operator	\$ 7.44
99042 Carnival Equipment Repairer	\$ 7.82

99043 Carnival Worker	\$ 6.16
99050 Desk Clerk	\$ 6.67
99095 Embalmer	\$ 15.34
99300 Lifeguard	\$ 7.45
99310 Mortician	\$ 15.34
99350 Park Attendant (Aide)	\$ 7.46
99400 Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	\$ 7.45
99500 Recreation Specialist	\$ 10.76
99510 Recycling Worker	\$ 7.34
99610 Sales Clerk	\$ 7.45
99620 School Crossing Guard (Crosswalk Attendant)	\$ 6.16
99630 Sports Official	\$ 7.45
99658 Survey Party Chief (Chief of Party)	\$ 10.17
99659 Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	\$ 8.58
99660 Surveying Aide	\$ 6.26
99690 Swimming Pool Operator	\$ 8.42
99720 Vending Machine Attendant	\$ 7.34
99730 Vending Machine Repairer	\$ 8.42
99740 Vending Machine Repairer Helper	\$ 7.34

**** Fringe Benefits Required For All Occupations Included In
This Wage Determination ****

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.56 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years; 4 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 4.173)

HOLIDAYS: Minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

1/

Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

2/

APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of

this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$4.25 per week (or \$.85 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that

employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Titles and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Second Supplement, dated August 1995, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
{Standard Form 1444 (SF 1444)}**

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification,

wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).

2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there

is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT J-4

CONTRACT FEE EVALUATION PLAN (FEP)

MSFC SAFETY AND MISSION ASSURANCE (S&MA) MISSION SERVICES

CONTRACTOR: TBD

CONTRACT: TBD

CONTRACT FEE EVALUATION PLAN (FEP)

INTRODUCTION

1. General

Section B of the Contract, Clauses **B.2 Contract Cost and Fee**, and **B.3 Award Fee for Service Contracts**, provides the amount of potential award fee applicable to each contract period and the guidance on administration of the potential award fee pool. In accordance with those clauses, the amount of potential award fee for each period is apportioned in approximate amounts of 60 percent and 40 percent for evaluation of the contractor's total performance under two evaluation methods. A Performance Evaluation Plan (PEP) will be utilized to evaluate the contractor's efforts for approximately 60 percent of the total fee potential. To evaluate the contractor's performance efforts under a set of specific objective criteria, a Metrics Evaluation Plan (MEP) will be utilized for approximately 40 percent of the total fee potential.

2. Summary

This Attachment (J-4) of the contract includes separate sections (Section A and Section B) to describe the evaluation objectives, criteria, and process for the PEP and the MEP, respectively.

a. Section A - Performance Evaluation Plan (PEP)

Under the PEP, Technical Performance and Management Performance will be the evaluation criteria for assessing the contractor's performance. Section A of this Attachment is subject to change during the course of this contract and the contractor is advised that the Government reserves the right to make necessary changes unilaterally to Section A to ensure excellence in S&MA mission services. The contractor will be advised of any changes prior to the evaluation period in which the changes become necessary.

b. Section B - Metrics Evaluation Plan (MEP)

The MEP provides specific objective, performance-based, criteria in the areas of Schedule Performance, Cost Performance, and Safety Lost Time Incidents (LTI) Performance for evaluating the contractor's efforts. The intent of this section is to provide emphasis on some key elements within each of the schedule, cost and safety areas and not to necessarily completely address the Government's interests in those areas. Accordingly, the Government's interests that may not be completely addressed in the evaluation process of Section B will be assessed within the Management Performance criteria of Section A. For example, one of the criteria under Schedule Performance is the timely delivery of several contract Data Requirements (DRs), but it does not cover all contract DRs. The contractor's overall timely submission of DRs may be taken into consideration under the Management Performance criterion of Section A.

ATTACHMENT J-4
SECTION A

PERFORMANCE EVALUATION PLAN (PEP)

MSFC SAFETY AND MISSION ASSURANCE (S&MA) MISSION SERVICES

CONTRACTOR: TBD

CONTRACT: TBD

SUBMITTED BY:

Coordinator

DATE: _____

Contracting Officer

DATE: _____

CONCURRENCE:

Director, S&MA Office

DATE: _____

APPROVED:

Chairperson, MSFC Performance
Evaluation Board

DATE: _____

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Table 1	CPAF Contract Grading Table

A. INTRODUCTION

1. Purpose

This Plan, developed in conformance with MSFC Work Instruction (MWI) 5116.1A, "Evaluation of Contractor Performance Under Contracts with Award Fee Provisions", provides guidelines and defines the criteria and methodology for evaluating the performance of the S&MA Mission Services Contractor, TBD, under Contract TBD.

2. Summary

a. Description of Contract

The Contractor shall provide the necessary management, personnel, equipment and supplies (not otherwise provided by the Government) to perform Safety and Mission Assurance (S&MA) mission services to accomplish the following functions:

(1) Perform surveillance of assigned MSFC in-house and contracted design, manufacturing and testing activities, for both hardware and software, to assess compliance with NASA MSFC safety, reliability, maintainability and quality assurance policies, requirements and controls.

(2) Assure that management assessment information is provided in a timely manner to the MSFC S&MA Office to support the decision-making process regarding open problems, hazards and risks pertaining to accomplishing MSFC's mission.

(3) Operate the MSFC Problem Assessment Center and Management Information Center (MIC).

(4) The Contractor shall identify opportunities for improving the efficiency of task execution, including the use of innovative techniques, and present them to S&MA.

b. Scope of Contract

The Contractor's MSFC S&MA mission services are applicable to all assigned MSFC projects.

3. Fee Evaluation

In accordance with Section B of the Contract, sixty percent (60%) of the total potential contract fee is available for performance of the criteria in this section. The contractor's performance is reviewed with the contractor during quarterly status meetings. Issues and trends are discussed during these meetings. Performance evaluation will be conducted semiannually with the contractor.

Evaluations for fee purposes will be prepared and submitted semiannually to the Performance Evaluation Board (PEB). The Government and contractor representatives will have an opportunity to present their performance assessments to the PEB. The Fee Determination Official will determine the award fee after receipt of the Performance Evaluation Board's report and recommendations. The CPAF Organization Chart, which identifies the evaluation participants by title, is provided in Figure 1.

This section (Section A/Attachment J-4) is subject to revisions during the course of this contract and the contractor is advised that the Government reserves the right to make necessary changes unilaterally to Section A to ensure excellence in S&MA mission services. The contractor will be advised of any revisions prior to the evaluation period in which the changes become necessary.

4. Appointment Letter

The letter appointing the award fee monitors is attached. (TBD)

B. EVALUATION CRITERIA DEFINITION

The evaluation criteria (i.e., Technical Performance and Management Performance) specified in this section will provide the basis for rating the contractor's performance of the activities described in the contract's Performance Work Statement (PWS). For each semiannual evaluation period, the Contractor will be given a letter listing work activities considered areas of emphasis for award fee. The following paragraphs define the evaluation criteria:

1. Technical Performance

This criterion addresses the suitability of the product delivered or the services provided by the contractor. For the S&MA Mission Services contract, the product is information and the services are analyses and evaluations, from an S&MA perspective. This work includes data base management, engineering analyses, risk management, and operation of the MSFC Problem Assessment Center (PAC) and Management Information Center (MIC).

The Contractor's technical performance will be measured against the accuracy and thoroughness of information (in oral, hard copy, or electronic media) provided in fulfillment of PWS tasks and data requirements. This information will be evaluated under the separate categories of system safety, industrial safety, reliability and maintainability engineering, PAC and MIC operations, quality assurance, risk management, and project assurance. The adequacy of the contractor's skill mix in performing efforts in these categories will also be evaluated. In circumstances where the Contractor develops or recommends a position or conducts an independent analysis or evaluation, the technical validity of the product will also be considered in the evaluation of the Contractor's performance. The Contractor will be given credit for providing recommendations aimed at improving the efficiency with which the mission of the Safety and Mission Assurance Office is accomplished.

2. Management Performance

This criterion addresses the Contractor's effectiveness in employing resources (human and material) to achieve contract goals. Securing and retaining qualified personnel for the highly analytical tasks of this contract will be evaluated under this criterion. Indicators of fulfillment of this criterion include elimination of lost time incidents, effective communication (both internally and with other organizations), success in anticipating potential problems and taking action to prevent their occurrence, responding promptly and effectively to problems when they cannot be prevented, and responsiveness to priority changes.

This criterion will also address contract management performance, including the contractor's participation in socioeconomic programs (small business, equal opportunity, and minority business), and the contractor's effective management of overall safety, schedule, and cost performance issues. Specific, objective criteria in the areas of Schedule, Cost, and Safety Lost Time Incident will be evaluated in accordance with Section B of this Attachment (J-4). Accordingly, the evaluation of the contractor's performance for that criteria is not subject to the Performance Evaluation Board (PEB) process determination.

C. EVALUATION METHODOLOGY

1. Criteria Weighting

The Coordinator will establish the relative weights of the criteria categories by apportioning 100 points among the categories of Technical and Management Performance. The Coordinator will communicate the criteria weights to the PEB by memorandum prior to the beginning of each evaluation period. The Coordinator may elect to change weighting values for different evaluation periods. Criteria weights will not be provided to monitors or Contractor personnel.

2. Ratings

Each monitor will rate the contractor's performance by assigning an adjective rating for his/her criteria category. Table 1 presents the detailed adjective rating scheme as well as the numerical range of each rating. Table 1 also provides definitions of the major adjective ratings. The Coordinator will assign numerical performance ratings.

Using the criteria weights and numerical performance ratings, the Coordinator applies simple arithmetic to calculate a numerical score for each major criterion category. The sum of these weighted numerical scores is divided by 100 to determine the proposed percent of award fee.

3. Semiannual PEB Evaluation

A written semiannual report and a presentation to the PEB will be prepared by the Coordinator, with the assistance of the monitors.

The Coordinator, using the aforementioned weighting factors, will assign recommended adjective and numerical ratings to each criterion and for the total performance based upon the defined strengths, areas for improvement, and other factors as appropriate. Significant strengths and areas for improvement for each criterion, recommended ratings and award fee for the period, and criterion ratings are to be addressed in the report and presentation. The report must be delivered to the PEB within 10 calendar days after the end of the semiannual evaluation period.

D. MONITORS' FUNCTIONS AND RESPONSIBILITIES

The monitors will evaluate the contractor's performance in their assigned areas of responsibility, recommend areas of emphasis for use in future periods of performance, and maintain accurate records to support their evaluations. Section 8.0 of MWI 5116.1A,

"Evaluation of Contractor Performance Under Contracts with Award Fee Provisions ", specifies the full extent of the monitors' responsibilities. The monitor's evaluations will use the criteria established by the PEB. These criteria may be expanded as necessary to provide full and complete evaluation of the assigned areas.

Monitors are expected to thoroughly and continuously measure the contractor's performance in their assigned area of responsibility. Each monitor chooses the mechanism to accomplish the monitoring responsibility. Customary techniques include observation, review of contractor generated reports, and discussions with contractor personnel. Monitors will maintain working files for the information they collect to establish and support evaluations.

Each monitor will provide a semiannual evaluation to the Coordinator within 5 working days after the end of the evaluation period. Each monitor will assign an adjective rating (see Table 1 of this plan) to their assigned category for evaluation.

E. CONTRACTOR'S REPORTING REQUIREMENTS

The Contractor must submit a written self-evaluation report to the PEB within 10 calendar days after the end of each semiannual evaluation period. The Contractor will also be expected to make an oral presentation to the PEB when it meets. Section 4.0 of MWI 5116.1A, "Evaluation of Contractor Performance Under Contracts with Award Fee Provisions ", provides guidance to the Contractor in fulfilling these requirements.

PEB ORGANIZATIONAL CHART

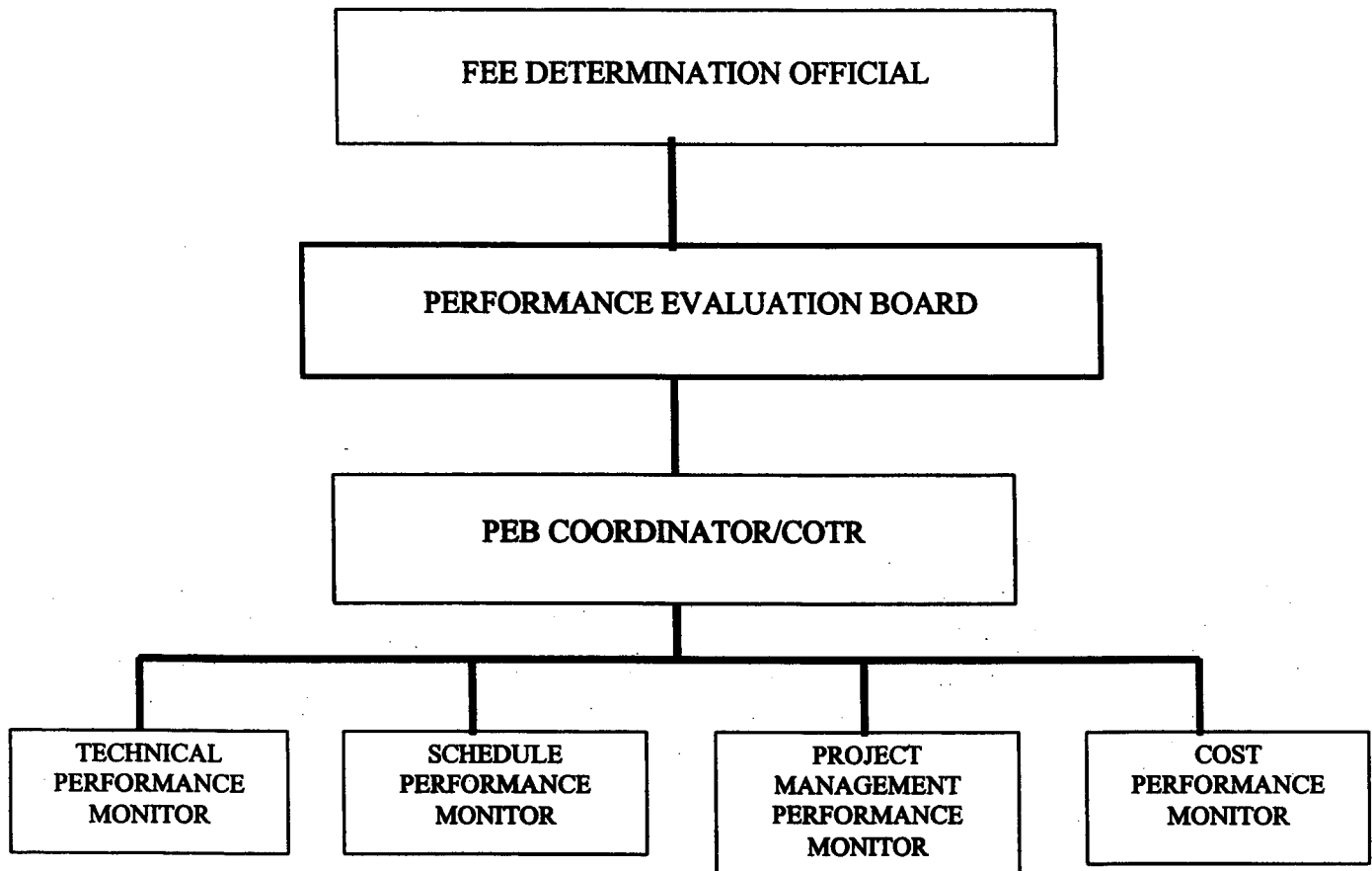


FIGURE 1 - CPAF ORGANIZATION CHART

CPAF CONTRACT GRADING TABLE

Adjectival Rating	Range of Performance Points	Description
Excellent	(100 - 91)	Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.
Very Good	(90 - 81)	Very effective performance, fully responsive to contract; contract requirements accomplished in a timely, efficient and economical manner for the most part; only minor deficiencies.
Good	(80 - 71)	Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall
Satisfactory	(70 - 61)	Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.
Poor/ Unsatisfactory	(less than 61)	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

Any factor/subfactor receiving a grade of poor/unsatisfactory (less than 0.61) will be assigned zero performance points for purposes of calculating the award fee amount. The contractor will not be paid any award fee when the total award fee score is "Poor/Unsatisfactory" (less than 0.61).

TABLE 1

ATTACHMENT J-4
SECTION B

METRICS EVALUATION PLAN (MEP)

MSFC SAFETY AND MISSION ASSURANCE (S&MA) MISSION SERVICES

CONTRACTOR: TBD

CONTRACT: TBD

METRICS EVALUATION PLAN (MEP)

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A. INTRODUCTION

1. Purpose

This Plan provides guidelines and methodology for evaluating the performance of the S&MA Mission Services Contractor, TBD, under Contract TBD, for the objective, performance-based criteria within the Schedule, Cost, and Safety Lost Time Incident (LTI) categories.

2. Summary

a. Description of Contract

The Contractor shall provide the necessary management, personnel, equipment and supplies (not otherwise provided by the Government) to perform Safety and Mission Assurance (S&MA) mission services to accomplish the following functions:

(1) Perform surveillance of assigned MSFC in-house and contracted design, manufacturing and testing activities, for both hardware and software, to assess compliance with NASA MSFC safety, reliability, maintainability and quality assurance policies, requirements and controls.

(2) Assure that management assessment information is provided in a timely manner to the MSFC S&MA Office to support the decision-making process regarding open problems, hazards and risks pertaining to accomplishing MSFC's mission.

(3) Operate the MSFC Problem Assessment Center and Management Information Center (MIC).

(4) The Contractor shall identify opportunities for improving the efficiency of task execution, including the use of innovative techniques, and present them to S&MA.

b. Scope of Contract

The Contractor's MSFC S&MA mission services are applicable to all assigned MSFC projects.

3. Fee Evaluation

In accordance with Section B of the Contract, forty percent (40%) of the total potential contract fee is available for performance of the criteria in this section. With the exception of cost performance, which will be assessed annually, performance determinations under this section (Section B/Attachment J-4) will be made semiannually concurrent with the PEB evaluations of Attachment J-4, Section A. The contractor's performance under the criteria of this section will be determined solely by the Contracting Officer's Technical Representative

(COTR) and the Contracting Officer (CO). Therefore, determinations under this section are not subject to the Performance Evaluation Board (PEB) process, nor are they subject to the Disputes Clause of the contract. To ensure excellence in S&MA mission services, this section is subject to revision during the course of this contract. However, any necessary revisions to this section will be fully coordinated with the contractor prior to the implementation period.

In order for the contractor to receive any fee under the Schedule and Safety LTI Performance criteria provisions of this MEP section, the contractor must receive an adjectival rating of "Satisfactory" or above for the concurrent evaluation period under the PEB evaluation of Section A. In order for the contractor to receive any fee under the Cost Performance criterion provisions of this MEP section, the contractor's average score for Section A for the annual period of the assessment must be an overall adjectival rating of "Good" or above.

B. EVALUATION CRITERIA DEFINITION

The evaluation criteria (i.e., Schedule Performance, Cost Performance, and Safety LTI Performance) specified in this section will provide the basis for determining the contractor's performance of the activities described herein and, as applicable, in the contract's Performance Work Statement (PWS). The following paragraphs define the evaluation criteria:

1. Schedule Performance

This criterion addresses timely completion of contract tasks under the technical direction provisions of the contract. The contractor will receive assignments with specified completion dates or milestone requirements. Success in meeting deadlines for performing these PWS tasks will be evaluated. Responsiveness to schedule changes and timely preparation, distribution, and delivery of items required by contract will also be evaluated.

Of the potential fee available in this section, sixty percent (60%) is apportioned to the Schedule Performance criterion. A performance-based approach will be used to evaluate the contractor's schedule performance, based on the elements and weightings (total to 100 percent) outlined in the list below. Description of what constitutes successful performance for fee determinations in the individual schedule elements is provided following the below list.

Schedule Performance Elements

1. Submittal of Data Requirements (DRs) (25 Percent)
2. Personnel Certification (20 Percent)
3. Safety Compliance and Hazardous Operations Inspections (15 Percent)
4. Real-time ALERT Availability (10 Percent)
5. Audit Action Item Status (10 Percent)
6. Recurrence Control Action Request (RCAR) Status (10 Percent)
7. Safety and Environmental Inspections (10 Percent)

a. Submittal of DRs (Reference PWS 2.0, 2.3, 5.5.9, & Atch J-2)

The objective of this schedule element is to emphasize the timely delivery of the following five (5) key data requirements:

<u>DRD No.</u>	<u>Title</u>
875MA-002	Financial Management Report (533M)
875MA-003	Progress Reports
875MA-007	Quarterly Open Problem List
875MA-008	Monthly Newly Opened/Closed Problem Summary
875SA-002	Mishap and Safety Statistics Reports

The initial submission and submission frequency for each of these DRs is specified in Attachment J-2. Of the schedule performance criteria, 25 percent of the total will be apportioned for the timely delivery of these DRs. Delivery of each DR has a equal value of 5 percent of the fee potential. The MSFC Office of Primary Responsibility (OPR) will record receipt of the DRs. For the mishap reporting required by DRD No. 875SA-002, the OPR will record receipt of the mishap reporting forms.

SUCCESSFUL PERFORMANCE (Element #1): Successful performance of this schedule element is defined as the receipt of the above data requirements as required during the semiannual evaluation period in accordance with the Attachment J-2 submission requirements. If every required submission of a DR during the evaluation period is received per the DRD requirements, the contractor will be entitled to the full 5 percent of the fee potential for that particular DR. The maximum allowable defect rate (MADR) for the delivery of these DRs is zero days. If the contractor fails, on one occurrence, to deliver a DR to ensure receipt in accordance with the DRD submissions requirements, the 5 percent fee potential for that DR will be forfeited.

b. Personnel Certification (PWS 2.5 & DRD 875MA-009)

The objective of this schedule element is to emphasize the timely and proper certification and re-certification of personnel engaged in training responsibilities, processes and potentially hazardous operations. Of the schedule performance criterion, 20 percent of the total will be apportioned for the timely certification/re-certification of personnel. The S&MA Safety, Reliability and Quality Assurance (SR&QA) Department (QS10) maintains a certification database and will be responsible for issuance of certification cards. The contractor is responsible for providing evidence upon the completion of required training.

SUCCESSFUL PERFORMANCE (Element #2): Successful performance of this schedule element is defined as the timely completion of required training, and providing the supporting evidence to QS10, such that certifications do not expire or lapse for contractor personnel. If, during the evaluation period, the contractor maintains the timely certification and re-certifications of personnel engaged in training responsibilities, processes, and potentially hazardous operations, the contractor will be entitled to the full 20 percent of the fee potential for

this schedule element. The maximum allowable defect rate (MADR) for the timely certification of personnel is zero occurrences of certification lapses or expirations. If the contractor fails, on one occurrence, to maintain the timely and proper certification of personnel, the 20 percent fee potential for this element will be forfeited.

c. Safety Compliance and Hazardous Operations Inspections (PWS 4.1 and 4.2)

The objective of this schedule element is to emphasize the timely safety compliance and hazardous operations inspections of MSFC facilities and of MSFC construction sites. Of the schedule performance criterion, 15 percent of the total will be apportioned for the timely safety compliance and hazardous operations inspections. The contractor is responsible for developing a comprehensive schedule of all MSFC facility inspections and submitting to the S&MA Safety, Reliability and Quality Assurance (SR&QA) Department (QS10) for approval. The QS10 approved comprehensive schedule will serve as the baseline requirement for evaluation of the contractor's performance of this schedule element.

SUCCESSFUL PERFORMANCE (Element #3): Successful performance of this schedule element is defined as the timely performance of the safety compliance and hazardous operations inspections of MSFC facilities and of MSFC construction sites. If, during the evaluation period, the contractor performs the required inspections per the QS10 approved schedule, the contractor will be entitled to the full 15 percent of the fee potential for this schedule element. The maximum allowable defect rate (MADR) for the timely performance of scheduled inspections is 10 days. If the contractor fails and is behind schedule by more than 10 days, the following deductions in fee potential will apply:

Contractor Behind Schedule < 10 days = No Potential Fee Reduction
Contractor Behind Schedule < 20 days = 5% Potential Fee Reduction
Contractor Behind Schedule < 30 days = 10% Potential Fee Reduction
Contractor Behind Schedule > 30 days = 15% Potential Fee Reduction

d. Real-time ALERT Availability (PWS 5.4.2)

The objective of this schedule element is to emphasize the timely distribution of ALERTS, generated through GIDEP or received from other Agency sources, to MSFC actionees. Of the schedule performance criterion, 10 percent of the total will be apportioned for the timely distribution of ALERTS. The S&MA Safety, Reliability and Quality Assurance (SR&QA) Department (QS10) maintains and provides to the contractor a list of MSFC actionees for ALERTS. The contractor is responsible for entering ALERTS into the ALERT database and distribution of ALERTS to MSFC actionees for review and distribution. QS10 is responsible for monitoring the ALERT database to verify contractor's performance of this schedule element.

SUCCESSFUL PERFORMANCE (Element #4): Successful performance of this schedule element is defined as the timely database entry and distribution of ALERTS to MSFC actionees. If, during the evaluation period, the contractor enters and distributes all

ALERTS to MSFC actionees within two working days of receipt, the contractor will be entitled to the full 10 percent of the fee potential for this schedule element. The maximum allowable defect rate (MADR) for the timely distribution of ALERTS is two working days. If the contractor fails, on one occurrence, to enter and/or distribute ALERTS to the MSFC actionee list within the two working days, the 10 percent fee potential for this element will be forfeited.

e. Audit Action Item Status (PWS 6.2.8)

The objective of this schedule element is to emphasize the timely maintenance of an action item status system for S&MA participation in audits of MSFC internal organizations, MSFC vendors and suppliers, NASA Engineering and Quality Audits (NEQA), and other Government agencies. Of the schedule performance criterion, 10 percent of the total will be apportioned for the timely maintenance of the audit action item status tracking system. The S&MA Safety, Reliability and Quality Assurance (SR&QA) Department (QS10) will monitor activity on the automated database to verify the contractor's performance of this schedule element. The contractor is responsible for maintaining status of all S&MA action items resulting from audits on the automated database.

SUCCESSFUL PERFORMANCE (Element #5): Successful performance of this schedule element is defined as the timely maintenance of the database of all S&MA audit actions. If, during the evaluation period, the contractor updates the database of audit action items on a periodic basis of at least monthly, the contractor will be entitled to the full 10 percent of the fee potential for this schedule element. The maximum allowable defect rate (MADR) for the timely maintenance of the database is 30 days. If the contractor fails, on one occurrence, to maintain/update the audit actions database within a 30 day period, the 10 percent fee potential for this element will be forfeited.

f. Recurrence Control Action Request (RCAR) Status (PWS 6.3.3 and MPG 1280.4))

The objective of this schedule element is to emphasize the timely generation of Recurrence Control Action Requests (RCARs). Of the schedule performance criterion, 10 percent of the total will be apportioned for the timely generation of RCARs. Hardware or software nonconformances, quality system deficiency notices, and quality comments may result in the generation of RCARs. The contractor is responsible for generating the RCAR for notification to the responsible organization(s). The S&MA Safety, Reliability and Quality Assurance (SR&QA) Department (QS10) is responsible for monitoring the generation of RCARs to verify contractor's performance of this schedule element.

SUCCESSFUL PERFORMANCE (Element #6): Successful performance of this schedule element is defined as the timely generation of RCARs for notification to responsible organizations to investigate nonconformances. If, during the evaluation period, the contractor generates all required RCARs within five working days of receipt, the contractor will be entitled to the full 10 percent of the fee potential for this schedule element. The maximum allowable defect rate (MADR) for the timely generation of RCARs is five working days. If the

contractor fails, on one occurrence, to generate an RCAR within the five working days, the 10 percent fee potential for this element will be forfeited.

g. Safety and Environmental Inspections (PWS 2.3)

The objective of this schedule element is to emphasize the timely performance of safety and environmental inspections of employee worksites. Of the schedule performance criteria, 10 percent of the total will be apportioned for the timely performance of worksite inspections. The contractor is responsible for conducting, and recording the results of, safety and environmental worksite inspections at a rate of at least one per month per onsite contractor supervisor. The contractor is also responsible for providing a copy of the documented results of the worksite inspections the S&MA Safety, Reliability and Quality Assurance (SR&QA) Department (QS10) upon completion of the inspections.

SUCCESSFUL PERFORMANCE (Element #7): Successful performance of this schedule element is defined as the timely performance of safety and environmental worksite inspections. If, during the evaluation period, the contractor performs worksite inspections at a rate of at least one per month per onsite supervisor, the contractor will be entitled to the full 10 percent of the fee potential for this schedule element. The maximum allowable defect rate (MADR) for the timely performance of worksite inspections is 30 days. If the contractor fails, on one occurrence, to perform worksite inspections of at least one per month per supervisor, the 10 percent fee potential for this element will be forfeited.

2. Cost Performance

This criterion addresses the contractor's effectiveness in managing contract cost. The objective of the cost performance criterion is to emphasize effective management and control of contract cost. Of the potential fee available in this section, thirty percent (30%) is apportioned to the Cost Performance criterion.

NOTE: In order for the contractor to earn any fee for the cost performance criterion based upon this assessment, the total actual cost incurred for the period cannot exceed the total contract estimated cost for that period. The Government will review and take into consideration evidence submitted by the contractor of mission changes that had a cumulative and adverse affect on the actual cost incurred for which no equitable adjustment was provided to the contractor in accordance with contract Clause H.6 Special Provision for Contract Changes.

Cost performance is an annual assessment of the contractor's actual composite direct labor rate incurred (calculated at the fully burdened level) to the composite direct labor rate (fully burdened) negotiated for the contract evaluation period. The composite direct labor rate is fully burdened when it includes all fringe, overhead, indirect, and G&A allocations. Fully burdened costs for the purposes of this evaluation do not include any subcontract, inter-company work transfers, travel, or miscellaneous other direct costs (ODC). The following table depicts the negotiated fully burdened direct composite labor rates by contract period:

Period	Negotiated Composite Direct Labor Rate (CDLR)
Base Year	TBD (with contract award)
Option Year 1	TBD (with contract award)
Option Year 2	TBD (with contract award)
Option Year 3	TBD (with contract award)
Option Year 4	TBD (with contract award)

A performance-based metric will be used to score the contractor's achievement of cost performance criteria. The metric will be the composite actual fully burdened labor rate, in comparison to the composite fully burdened negotiated labor rate for the contract period.

SUCCESSFUL PERFORMANCE (Cost Criterion): Successful performance of the cost performance criterion is defined by the effective management of the actual incurred, fully burdened, direct labor cost in comparison to the negotiated, fully burdened, direct labor rate. If, during the evaluation period, the contractor's cost performance results in an actual incurred rate that is 95 percent or less in comparison to the fully burdened direct labor negotiated for the contract, the contractor will be entitled to the full 30 percent of the fee potential for this cost performance criterion. The maximum allowable defect rate (MADR) for the cost performance criterion is an actual incurred rate that is .95 when compared to the negotiated direct labor cost rate. If the contractor fails to control the actual incurred direct labor cost rate and it exceeds the negotiated direct labor cost rate, the full 30 percent fee potential for this criterion will be forfeited.

The table below relates cost performance to the potential fee deductions that will apply above the MADR of 0.95:

Actual Incurred Rate (AIR) Divided By Negotiated Rate for the Period	Deduction in Potential Cost Performance Fee
< 0.95	0%
If ≥ 0.95 but < 0.96	10%
If ≥ 0.96 but < 0.97	20%
If ≥ 0.97 but < 0.98	30%
If ≥ 0.98 but < 0.99	40%
If ≥ 0.99 but ≤ 1.0	50%
> 1.0	100%

Annual determinations against the cost performance criterion will occur at completion of the base period and, as applicable, each option period of the contract (i.e. periods 2, 4, 6, 8, and 10).

3. Safety Lost Time Incident (LTI) Performance (PWS 2.3 and DRD 875SA-002)

This criterion addresses the contractor's effectiveness in reducing the occurrences of lost time incidents. The objective of the Safety/LTI performance criterion is to emphasize workplace safety. Of the potential fee available in this section, ten percent (10%) is apportioned to the Safety/LTI Performance criterion.

Lost Time Incident (LTI) data as defined by OSHA will be used to measure the effectiveness of the contractor's safety program. OSHA defines a "lost time case" as a nonfatal traumatic injury that causes any loss of time from work beyond the day or shift it occurred; or a nonfatal nontraumatic illness/disease that causes disability at any time.

SUCCESSFUL PERFORMANCE (LTI Criterion): Successful performance of the safety LTI criterion is defined as the absence of lost time cases. If, during the evaluation period, the contractor's safety LTI performance results in an actual incurred rate of zero lost time cases, the contractor will be entitled to the full 10 percent of the fee potential for this cost performance criterion. The maximum allowable defect rate (MADR) for the safety LTI performance criterion is zero actual occurrences. If the contractor incurs two or more LTI cases during the period, the 10 percent fee potential for this criterion will be forfeited.

The table below relates safety LTI performance to the potential fee deductions that will apply above the MADR of 0.0:

Number of LTI's	Deduction in Potential LTI Performance Fee
If LTI = 0	0%
If LTI = 1	50%
If LTI's \geq 2	100%

If the Government determines that any lost time incident was caused by conditions completely outside the control or responsibility of the contractor, that incident will be considered a non-event for the purposes of assessing the contractor's LTI performance under this criterion.

NOTE: If the contractor fails to report LTI(s) in accordance with this contract and DRD 875SA-002, notwithstanding the actual number of LTI(s) in the period, all potential fee for this criterion will be forfeited. In addition, the contractor's failure to report LTI(s) will be considered a significant weakness in the Management Performance criterion of Section A.

C. **CONTRACTOR'S REPORTING REQUIREMENTS**

The Contractor must submit a self assessment of performance under the criteria of this section (Section B Metrics Evaluation Plan) to the COTR on a quarterly basis. DRD 875SAMA-003 provides the format requirements for submission of the quarterly report.

ATTACHMENT J-5

MAKE OR BUY PLAN

<u>Item or Services</u>	<u>Provide</u>	<u>Subcontract</u>	<u>Subcontractor</u> <u>(Source/Address)</u>
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(To be filled in by offeror)

Note: See NASA FAR clause 1852.215-78

ATTACHMENT J-6

INSTALLATION-PROVIDED PROPERTY AND SERVICES

All contract employees shall be located on-site at MSFC with the exception of the personnel located at Stanford in support of Gravity Probe B. The Government shall provide the following property and services in support of this contract effort. Property and services provided in support of the current contract are as set forth in Section L.14, "Instructions for Proposal Preparation." Office space, equipment and facility services for personnel located on-site at Stanford are not to be proposed for this effort. Such items are to be provided by the Government.

I. Government Provided Equipment

The Items listed below are a representative list of equipment and services to be made available to the contractor for use in the performance of this contract.

<u>Equipment</u>	<u>Quantity</u>
Local Area Pagers*	14
Nationwide Pagers*	2
Cellular Telephones*	2
FAX Machines	6
Lap-Top Computers	1
Printers	18
Special Display Units	8
Disk Drive Backup Unit	1
Desk Top Computers	115
Disk Drive Units	3
Sheet Feeder	1
Scanners	3

Data Storage Units	2
Uninterrupted Power Supply Units	3

*Due to the nature of the intended use of these items, the provisions as set forth in paragraph (a) of NASA FAR Supplement (NFS) clause 1852.245-71 titled "Installation-Accountable Government Property" that pertain to on-site use only, do not apply.

II. General Property and Services to be Provided Onsite at MSFC

The Government shall be responsible for furnishing the following onsite equipment and services:

1. Utilities and Communications
2. Reproduction Services
3. Janitorial Services
4. Onsite Taxi Service
5. Security
6. Fire Protection
7. Building Maintenance
8. Office Equipment (such as desks, chairs, workbenches, copiers, telephones and calculators)
9. Computer Support Services for Government-Provided Computers and related equipment
10. Office Space
11. Technical Work Rooms
12. Conference Rooms
13. Storage Space

SECTION K

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR RESPONDENTS

K.1 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO
INFLUENCE CERTAIN FEDERAL TRANSACTIONS (52.203-11)
(APR 1991)

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989 --

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by Section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(End of provision)

K.2 TAXPAYER IDENTIFICATION (52.204-3) (OCT 1998)

(a) *Definitions.*

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN).*

☒ TIN: 1-760034519-7.

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the U.S.;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) *Type of organization.*

☐ Sole proprietorship;

☐ Partnership;

☒ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other _____.

(f) *Common Parent.*

☒ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

K.3 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (52.209-5) (MAR 1996)

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are ☐, are not ☒ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐, have not ☒, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ☐, are not ☒ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a) (1) (i) (B) of this provision.

(ii) The Offeror has ☐, has not ☒, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

K.4 SMALL BUSINESS PROGRAM REPRESENTATIONS (52.219-1)
(MAY 1999) -- ALTERNATE I (OCT 1998) -- ALTERNATE II (JAN 1999)

(a) (1) The standard industrial classification (SIC) code for this acquisition is 8731.

(2) The small business size standard is 1,000.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it ☒ is, ☐ is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, that it ☐ is, ☒ is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this section.] The offeror represents as part of its offer that it ☐ is, ☒ is not a women-owned small business concern.

(4) (Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision). [The offeror shall check the category in which its ownership falls]:

☐ Black American.

☐ Hispanic American.

☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, the Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

☐ Individual/concern, other than one of the preceding.

(5) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that --

(i) It ☐ is, ☒ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal place of ownership, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It ☐ is, ☒ is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(5)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.] Each HUBZone small business concern participating in the joint venture shall submit a separate copy of the HUBZone representation.

(c) Definitions. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Women-owned small business concern," as used in this provision, means a small business concern --

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of a fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

K.5 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (52.222-22)
(FEB 1999)

The offeror represents that -

(a) It ☒ has, ☐ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) It ☒ has, ☐ has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

K.6 AFFIRMATIVE ACTION COMPLIANCE (52.222-25) (APR 1984)

The offeror represents that (a) it ☒ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

K.7 CLEAN AIR AND WATER CERTIFICATION (52.223-1) (APR 1984)

The offeror certifies that -

(a) Any facility to be used in the performance of this proposed contract is ☐, is not ☒ listed on the Environmental Protection Agency List of Violating Facilities;

(b) The offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

(c) The offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

(End of provision)

K.8 RECOVERED MATERIAL CERTIFICATION (52.223-4) (OCT 1997)

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

(End of provision)

K.9 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (52.223-13) (OCT 1996)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that --

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: *(Check each block that is applicable.)*

☒ (i) The facility does not manufacture, process or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023 (c);

☐ (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

☐ (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

☐ (iv) The facility does not fall within Standard Industrial Classification Code (SIC) designations 20 through 39 as set forth in Section 19.102 of the Federal Acquisition Regulation; or

☐ (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

(End of provision)

K.10 BUY AMERICAN CERTIFICATE (52.225-1) (DEC 1989)

The offeror certifies that each end product, except those listed below, is a domestic end product (as defined in the clause entitled "Buy American Act -- Supplies"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

Excluded End Products	Country of Origin
_____	_____
_____	_____
_____	_____

(List as necessary)

Offerors may obtain from the contracting officer lists of articles, materials, and supplies excepted from the Buy American Act.

(End of provision)

K.11 REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (52.227-15) (MAY 1999)

(a) This solicitation sets forth the work to be performed if a contract award results, and the Government's known delivery requirements for data (as defined in FAR 27.401). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16 of the FAR, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data - General clause at 52.227-14 that is to be included in this contract. Under the latter clause a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data in lieu thereof. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) As an aid in determining the Government's need to include Alternate II or Alternate III in the clause at 52.227-14, Rights in Data - General, the offeror shall complete paragraph (c) of this provision to either state that none of the data qualify as limited rights data or restricted computer software, or identify, to the extent feasible, which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in the offeror's response is not determinative of the status of such data should a contract be awarded to the offeror.

(c) The offeror has reviewed the requirements for the delivery of data or software and states [offeror check appropriate block] --

☒ None of the data or software proposed for fulfilling such requirements qualifies as limited rights data or restricted computer software.

☐ Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and is identified as follows:

NOTE: "Limited-rights data" and "Restricted computer software" are defined in the contract clause entitled "Rights in Data - General."

(End of provision)

K.12 CERTIFICATION REGARDING ORGANIZATIONAL CONFLICTS OF INTEREST

(a) This acquisition may give rise to a potential conflict of interest as defined by the clause of this solicitation titled "Organizational Conflicts of Interest."

(b) The offeror certifies that it (including any teaming partners), subcontractors, or their respective parent, subsidiary or other affiliated or successor entity of the offeror and its subcontractors do ☐, do not ☒ have a prime contract or subcontract for the delivery of flight hardware, software or mission integration services to MSFC.

(c) The offeror certifies that it (including any teaming partners), subcontractors, or their respective parent, subsidiary or other affiliated or successor entity of the offeror and its subcontractors shall ☐, shall not ☒ obtain a prime contract or subcontract for the delivery of flight hardware, software or mission integration services to MSFC for the life of the S&MA mission services contract.

(d) The offeror certifies that it (including any teaming partners), subcontractors, or their respective parent, subsidiary or other affiliated or successor entity of the offeror and its subcontractors shall ☐, shall not ☒ engage an entity that has a prime contract or subcontract for the delivery of flight hardware, software or mission integration services to MSFC for the life of the S&MA mission services contract.

(End of provision)

K.13 USE OF GOVERNMENT-OWNED PROPERTY (1852.245-79) (JUL 1997)

(a) The offeror ☒ does, ☐ does not intend to use in performance of any contract awarded as a result of this solicitation existing Government-owned facilities (real property or plant equipment), special test equipment, or special tooling (including any property offered by this solicitation). The offeror shall identify any offered property not intended to be used. If the offeror does intend to use any of the above items, the offeror must furnish the following information required by Federal Acquisition Regulation (FAR) 45.205(b) and NASA FAR Supplement (NFS) 1845.102-71: PER RFP 8-1-0-OS-C5853

(1) Identification and quantity of each item. Include the item's acquisition cost if it is not property offered by this solicitation.

(2) For property not offered by this solicitation, identification of the Government contract under which the property is accountable and written permission for its use from the cognizant Contracting Officer.

(3) Amount of rent calculated in accordance with FAR 45.403 and the clause at FAR 52.245-9, Use and Charges, unless the property has been offered on a rent-free basis by this solicitation.

(4) The dates during which the property will be available for use, and if it is to be used in more than one contract, the amounts of respective uses in sufficient detail to support proration of the rent. This information is not required for property offered by this solicitation.

(b) The offeror ☐ does, ☒ does not request additional Government-provided property for use in performing any contract awarded as a result of this solicitation. If the offeror requests additional Government-provided property, the offeror must furnish --

(1) Identification of the property, quantity, and estimated acquisition cost of each item; and

(2) The offeror's written statement of its inability to obtain facilities as prescribed by FAR 45.302-1(a)(4).

(c) If the offeror intends to use any Government property (paragraph (a) or (b) of this provision), the offer must also furnish the following:

(1) The date of the last Government review of the offeror's property control and accounting system, actions taken to correct any deficiencies found, and the name and telephone number of the cognizant property administrator.

(2) A statement that the offeror has reviewed, understands, and can comply with all property management and accounting procedures in the solicitation, FAR Subpart 45.5, and NFS Subparts 1845.5 and 1845.71.

(3) A statement indicating whether or not the costs associated with paragraph (c)(2) of this provision, including plant clearance and/or plant reconversion costs, are included in its cost proposal.

(End of provision)

K.14 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING
(MSFC 52.204-91) (SEP 1999)

(a) Commercial and Government Entity (CAGE) Codes are assigned by the Defense Logistics Services Center (DLSC) to identify a commercial or Government entity. These codes are unique for each commercial or government facility or location. The CAGE code will be used in NASA's computerized acquisition systems. The CAGE code must be for a contractor's particular name and address, not for a parent or other corporate affiliation.

(b) Information about CAGE codes may be obtained from the following URL: <http://www.dlsc.dla.mil>. An Offeror who does not have a CAGE code should complete Section B of a DD Form 2051, "Request for Assignment of a Commercial and Government Entity (CAGE) Code," at <http://ec.msfc.nasa.gov/msfc/cage.html> and submit it electronically to Lisa.Greatouse@msfc.nasa.gov, or by mail to PS01/Lisa Greatouse, George C. Marshall Space Flight Center, MSFC, AL 35812. Submission electronically is preferred.

(c) The Offeror is requested to enter the appropriate information below:

- ☒ CAGE code (Location proposed to receive award): 2Y303
- ☐ CAGE code requested but not yet received. DD Form 2051 submitted to _____ on the following date: _____
- ☐ CAGE code request submitted with this offer.

NOTE: Do not delay submission of the offer pending receipt of a CAGE code.

(End of provision)

K.15 COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING
REQUIREMENTS (FEB 1999) (Unnumbered - NASA Procurement
Information Circular 99-5)

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 37 U.S.C. 4212(d) (i.e., the VETS-100 report required by Federal Acquisition Regulation clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era), it has submitted the most recent report required by 37 U.S.C. 4212(d).

(End of provision)

[END OF SECTION]

SECTION L

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS

L.1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (52.252-1) (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offer may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

FAR provisions: <http://www.arnet.gov/far/>

NASA FAR Supplement provisions:

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

MSFC provisions: http://ec.msfc.nasa.gov/msfc/msfc_uni.html

(End of provision)

NOTICE: The following provisions are hereby incorporated by reference:

A. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

<u>Provision No.</u>	<u>Title</u>
52.204-6	Data Universal Numbering System (DUNS) Number (June 1999)
52.211-6	Brand Name or Equal (Aug 1999)
52.211-14	Notice of Priority Rating for National Defense Use (Sep 1990) (Contract will be a DO rated order)
52.215-1	Instructions to Offerors--Competitive Acquisitions (Dec 1999)
52.215-16	Facilities Capital Cost of Money (Oct 1997)
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data

(Oct 1997)-Alternate IV (Oct 1997) (Fill in paragraph (b) with "comply with Provision L.14 of the RFP.")

- 52.222-24 Preaward On-Site Equal Opportunity Compliance Evaluation (Feb 1999)
- 52.222-46 Evaluation of Compensation for Professional Employees (Feb 1993)
- 52.237-8 Restriction on Severance Payments to Foreign Nationals (Oct 1995)
- 52.237-10 Identification of Uncompensated Overtime (Oct 1997)
- 52.247-6 Financial Statement (Apr 1984)

B. NASA/FAR SUPPLEMENT (48 CFR CHAPTER 18) PROVISIONS

Provision No.

Title

- 1852.215-78 Make or Buy Program Requirements (Feb 1998)
- 1852.219-77 NASA Mentor-Protege Program (May 1999)
- 1852.223-73 Safety and Health Plan (Dec 1988)
- 1852.227-84 Patent Rights Clauses (Dec 1989)
- 1852.231-71 Determination of Compensation Reasonableness (Mar 1994)

L.2 AVAILABILITY FOR EXAMINATION OF SPECIFICATIONS NOT LISTED IN THE GSA INDEX OF FEDERAL SPECIFICATIONS, STANDARDS AND COMMERCIAL ITEM DESCRIPTIONS (52.211-4) (JUN 1988)

The specifications cited in this solicitation are not available for distribution. However, they may be examined at the following location(s):

NASA/Marshall Space Flight Center
Building 4491, Room 129
(256) 544-4490
Point of contact: James R. Hyde
Time for viewing: 8:00-4:00

(End of provision)

L.3 SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (52.214-34) (APR 1991)

Offers submitted in response to this solicitation shall be in the English language. Offers received in other than English shall be rejected.

(End of provision)

L.4 SUBMISSION OF OFFERS IN U.S. CURRENCY (52.214-35) (APR 1991)

Offers submitted in response to this solicitation shall be in terms of U.S. dollars. Offers received in other than U.S. dollars shall be rejected.

(End of provision)

L.5 TYPE OF CONTRACT (52.216-1) (APR 1984)

The Government contemplates award of a Cost Plus Award Fee (CPAF) contract with performance features resulting from this solicitation.

(End of provision)

L.6 SERVICE OF PROTEST (52.233-2) (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

Procurement Office
George C. Marshall Space Flight Center
Attn: PS20/Contracting Officer
Marshall Space Flight Center, AL 35812

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

L.7 PROTESTS TO NASA (1852.233-70) (MAR 1997)

Potential bidders or offerors may submit a protest under 48 CFR part 33 (FAR Part 33) directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or offeror may submit the protest to the Deputy Associate Administrator for Procurement, who will serve as or designate the official responsible for conducting an independent review. Protests requesting an independent review shall be addressed to Deputy

Associate Administrator for Procurement, NASA Code H,
Washington, DC 20546-0001.

(End of provision)

L.8 AUTHORIZED DEVIATIONS IN PROVISIONS (52.252-5) (APR 1984)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any NASA/Federal Acquisition Regulation Supplement (48 CFR Chapter 18) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

L.9 PROPOSAL PAGE LIMITATIONS (1852.215-81) (FEB 1998)

(a) The following page limitations are established for each portion of the proposal submitted in response to this solicitation.

<u>Proposal Section</u>	<u>Page Limit</u>
Volume I - Mission Suitability Factor	75
Preliminary DRD 875SA-001	50
Volume II - Cost Factor	No Limit
Volume III - Past Performance Factor	45
Volume IV - Completed RFP and Signed SF33	N/A

(b) A page is defined as one side of a sheet, 8 1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type. Foldouts count as an equivalent number of 8 1/2" x 11" pages. The metric standard format most closely approximating the described standard 8 1/2" x 11" size may also be used. The Mission Suitability Factor page count, as set forth above, does not include pages required for submission of preliminary version of Data Requirement Document (DRD) 875SA-001 "Safety and Health Plan."

(c) Title pages and tables of contents are excluded from the page counts specified in paragraph (a) of this provision. Text and/or figures provided within graphs, tables, charts or similar representations shall be no smaller than 10 point type. In addition, the Cost section of your proposal is not page limited. However, this section is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation.

(d) If final revisions are requested, separate page limitations will be specified in the Government's request for that submission.

(e) Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror.

(End of provision)

L.10 SUMMARY OF DEVIATIONS/EXCEPTIONS (MSFC 52.215-90) (APR 1987)

The offeror will explain any exceptions (including deviations and conditional assumptions) taken with respect to this RFP. Any exceptions must contain sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. A large number of exceptions, or one or more significant exceptions not providing any obvious benefit to the Government may, however, result in rejection of such proposal(s) as unacceptable.

Highlight exceptions in the margin of the proposal where they appear in the text.

(End of provision)

L.11 REQUIRED FORMS (MSFC 52.253-90) (Dec 1997)

(a) The form checked below is attached to the end of this solicitation and shall be submitted prior to award of any contract resulting from this solicitation, upon request from the responsible contracting office.

☐ FAR 15.406-2 - Certificate of Current Cost or Pricing Data

(b) The forms checked below are required to be submitted in the performance of any contract awarded as a result of this solicitation. Forms are available in Part 53 of the FAR or NASA FAR Supplement. An information copy of a form may be obtained from the responsible contracting office. See FAR 52.253-1 and 53.105(b) for information on the use of computer generated forms. See FAR 53.107(b) for information on obtaining multiple copies of forms.

☐ SF 272 - Federal Cash Transaction Report

☒ SF 294 - Subcontracting Report for Individual Contracts

☒ SF 295 - Summary Subcontract Report

☒ SF 298 - Report Documentation Page

☒ SF 1034 - Public Voucher for Purchases and Services
Other Than Personal

☐ SF 1413 - Statement and Acknowledgment

☐ SF 1414 - Consent of Surety

☒ SF 3881 - Payment Information Form ACH Vendor Payment
System

☒ NASA Form 533M - Monthly Contractor Financial Management
Report

☐ NASA Form 533Q - Quarterly Contractor Financial
Management Report

☒ NASA Form 778 - Contractor's Release

☒ NASA Form 780 - Contractor's Assignment of Refunds,
Rebates, Credits and Other Amounts

☒ NASA Form 1018 - NASA Property in the Custody of
Contractors

☐ DD Form 250 - Material Inspection and Receiving Report

X DD Form 1419 - DOD Industrial Plant Equipment
Requisition, if applicable.

(End of provision)

L.12 INSTRUCTIONS FOR PROPOSAL PREPARATION

(a) Introduction

This RFP is issued to secure proposals for providing MSFC Safety and Mission Assurance (S&MA) services in accordance with the Performance Work Statement (PWS) set forth in Attachment J-1.

The contract resulting from this RFP shall be on a "mission" basis wherein Government direction will be limited to the minimum necessary to assure operational requirements are met. The Contractor selected will be responsible for staffing the contract with appropriate skills and numbers of personnel to ensure excellence of performance within the costs proposed and negotiated.

This solicitation contemplates only one award for the included Performance Work Statement.

In addition to providing the direct staff required, it will be necessary for all offerors to provide Program Office personnel and the necessary general and administrative functions in accordance with the system of costing and types of functions determined necessary to accomplish the required mission services. Offerors should clearly propose arrangements for administrative effectiveness and operational control.

Offerors are cautioned to provide complete supporting rationale for all elements of their proposal. Failure to provide such rationale may be just cause to exclude that proposal from further consideration for selection.

Offerors are encouraged to submit their best, most realistic and competitive proposal, as the Government reserves the right to award a contract without discussion. Further, an offeror could be removed from the competitive range, cost and other factors considered, if other than its most realistic proposal is submitted. In addition, they are encouraged to consider innovative productivity improvements as well as cost effective quality enhancements. The successful Contractor shall be expected to perform all elements of the Performance Work

Statement of the resultant contract within the costs proposed and negotiated.

Offeror's are reminded that the MSFC Team is committed to the Marshall Core Values. Offerors' should demonstrate the extent to which their core values correspond to those of the MSFC.

The contents of this RFP should be carefully reviewed to assure that all requirements for proposal data, detail and supporting rationale are fully met. Questions relative to any area wherein clarification appears warranted should be submitted in writing within 10 days of release of this RFP.

Any communication in reference to this solicitation shall cite the solicitation number and be directed to the following Government representative:

Name: David G. Morgan
Phone: (256) 961-2105
(Collect calls not accepted)
Address: George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812
Attention: David G. Morgan, Mail Code PS20

(b) General

The prime Contractor will be responsible for satisfactory accomplishment of the contract awarded hereunder. In the event other organizations are proposed as being involved in the conduct of this work, their relationship during the effort shall be indicated, and their proposed contributions to the work and to your proposal shall be identified and integrated into each part of the proposal as applicable.

Your proposal should be based on a term of one year, with four priced option years, to extend the contract at one-year intervals, for a maximum period of five (5) years.

Except for personnel located at Stanford in support of Gravity Probe B, the MSFC strongly encourages a completely dedicated workforce to be located on-site for the S&MA requirement. However, in the interest of flexibility and responsiveness, innovative approaches that include the use of no more than 10 percent of the required personnel from a near-site location, and that offer lower cost and higher technical excellence as a result of such an arrangement, will be considered. The Government shall provide, for performance of

this effort, property and services as identified in G.6. The Government will furnish computer support for Government-provided computers and associated equipment through the on-site Information Services Department (ISD) contractors. Personal items, such as safety shoes and personalized tools and equipment normally required, must be furnished by the Contractor. Table L-1 depicts the types and numbers of installation provided equipment currently supplied to the S&MA Mission Services Contractor beyond that typically supplied to each contractor employee. The Government does not, however, provide such support for the Contractor's administrative requirements such as accounting, payroll, personnel and other such management information systems.

(c) Proposal Format

1. General

A. Proposals should be submitted in four loose-leaf binders, as follows, with each section appropriately tabbed and identified:

- | | |
|---------------|--|
| 1. Volume I | "Mission Suitability Factor"
(and draft Safety and Health Plan) |
| 2. Volume II | "Cost Factor" |
| 3. Volume III | "Past Performance Factor" |
| 4. Volume IV | "Completed RFP and Signed SF33" |

B. Offerors shall submit an original and ten (10) copies and one (1) diskette in Word 7.0 for Windows 95 of their proposal for Safety and Mission Assurance Mission Services at the George C. Marshall Space Flight Center. Each proposal shall be numbered (copy 1 of 10, etc.) and all pages in Volumes I and III shall be numbered and identified with the offeror's name, RFP number, and date. The proposals must be submitted in sealed containers to the address specified in block 8 of Standard Form 33, or if handcarried, at the George C. Marshall Space Flight Center, MSFC, AL, building 4203, basement lobby. If handcarried, Offerors are to use the telephone provided in the basement lobby and call 5-2105 for pickup. Proposals shall be accepted no later than 10:00 a.m. local time on the following dates:

Submittal I	Volume III "Past Performance Factor"
-------------	--------------------------------------

Due: No later than 3/22/00

Submittal II Volume I "Mission Suitability Factor"
 Volume II "Cost Factor"
 Volume IV "Completed RFP and Signed
 SF 33"

Due: 4/24/00

See provision 1852.215-81 (L.9) for proposal page limitations.

C. Information in your proposal must be furnished entirely in compliance with these instructions and be complete within itself. The information requested and the manner of submission is essential to permit a prompt and thorough evaluation.

2. Productivity Improvement

MSFC desires the most cost-effective performance in all operational areas. Innovation, cost effectiveness, and low cost planning shall be considered and evaluated in each Mission Suitability Subfactor, in order to emphasize productivity improvement. Offerors are encouraged to translate this emphasis into every element of operations proposed in order to maximize performance in the proposed contract.

3. Proposal Arrangement

Proposals shall be arranged as follows:

Volume I - Mission Suitability Factor
Volume II - Cost Factor
Volume III - Past Performance Factor
Volume IV - Completed RFP and Signed SF33

The following instructions are provided to assist the offeror in understanding the information needed to make an objective selection of the Contractor for this proposed procurement. Since this information constitutes the major basis for formal judgment, it will be advantageous to the offeror to present his commitments in a clear, concise manner and in terms understandable to those who may be unfamiliar with the offeror's

detailed intentions and reasoning processes. To that end, the Contractor shall prepare Volume I in accordance with the outline provided below: (Note: the outline is provided for use in organizing your proposal only and should not be construed as an indication of the order of importance or relative weighting within the individual mission suitability subfactors as there are no discrete point values attached to any of the subset paragraphs.)

I. Management Approach

- MA1 Safety Initiatives
- MA2 Organizational Structure
- MA3 Local Autonomy
- MA4 Organizational Conflicts of Interest
- MA5 Teaming Arrangements
- MA6 Communication Plan
- MA7 Work Processing Plan
- MA8 ISO 9000
- MA9 Risk Analysis

II. Staffing

- S1 Phase-In
- S2 Staffing Categories and Numbers
- S3 Skill Mix and Correlation with PWS
- S4 Recruitment and Retention
- S5 Compensation Plan
- S6 Risk Analysis

III. Key Personnel

- KP1 Qualifications of Key Personnel
- KP2 Risk Analysis

This information will be used to assess the extent of the offeror's understanding of the actions required to perform the tasks described in the PWS. Offerors are encouraged to be as complete and specific as possible.

Volume I - Mission Suitability Factor

A. Management Approach

In this section, the offeror shall fully address organization structure, management system (including local autonomy), and communication methods. For each of these three topics, the offeror must explain how the proposed structure, system or method maximizes efficiency in completing PWS tasks and flexibility in responding to variations in workloads among PWS tasks. A risk analysis is also required for this subfactor.

MA1 Offerors shall describe their policies for workplace safety, as well as training initiatives to promote safety in and around the MSFC, and any processes for ensuring that on-site staff follow the MSFC policies for workplace safety. Offerors shall submit for evaluation a draft version of Data Requirement Document (DRD) 875SA-001, Safety and Health Plan, as set forth in Section J-2. If requested by the offeror, the draft DRD will be accepted as the offeror's response to J-1 Section 2.0 concerning Occupational Safety and Health. Although this would not relieve the offeror from responsibility to comply with Federal laws or contract deliverable requirements, the items listed in J-1 2.3 c.2 and e. are not expected to be applicable in the execution of effort described in the PWS. If cases arise otherwise, the items listed in J-1 2.3 e will be addressed on a case-by-case basis. The offeror shall also describe how it would respond to a high (.4 for example) Lost Time Incident Rate (LTIR).

MA2 Offerors shall provide charts that show the organizational structure, including connections or associations with any corporate or division organizations and any subcontractors, and how the offeror's organization structure provides clear internal and external lines of authority. The information provided shall convey the offeror's understanding of MSFC's mode of operation and core values and how the offeror plans to emulate those core values in the performance of this effort. Complete rationale for the organizational structure shall be provided to demonstrate a logical, organized approach to the integrated planning, controlling, and reporting of contract activities that support MSFC assigned missions. Further, the Offeror shall provide the approval status of its accounting, estimating, compensation, property management, and purchasing systems.

MA3 Offerors shall describe in detail the degree of local autonomy, including the authority of the Project Manager, any relationship to a parent organization, and any decisions or relationship to a parent organization, and any decisions or

approvals that will be made outside the local organization. Descriptions shall include, but not be limited to, identification of the organization and geographical placement of authority to:

- assume existing tasks
- negotiate contract modifications
- accept in-scope assignments
- release completed work and vouchers to the Government
- reassign work in response to varying work loads
- recruit and hire required personnel in a manner consistent with task skill and schedule requirements
- acquire (by direct hire, subcontract, or teaming agreement) specific and unique expertise in a manner consistent with task skill, and schedule requirements
- approve travel
- hire, dismiss, promote, and demote personnel
- acquire property, as necessary

and responsibility for:

- safe work practices and work environment
- technical excellence and timeliness of deliveries
- control of contract cost
- performance of any subcontractors.

MA4 Offerors shall clearly and completely describe their approach to assuming, planning, controlling, executing the project requirements, while at the same time complying with clauses H.4 "Organizational Conflicts of Interest" and H.5 "Limitation of Future Contracting."

MA5 Any teaming relationships, as well as prime contractor to subcontractor arrangements shall be described, including identification of points of contact, how management and control policies will be implemented, and how work will be controlled, reported and reviewed. The proposal shall include a description of the accessibility and flow of relevant support from internal and external sources, such as parent organizations, teaming arrangements, subcontractors, universities or other technical institutions. Any integration of team members or subcontractors into the management and supervisory hierarchy shall be fully described. The rating of subcontractor performance and fee arrangements between prime contractors and subcontractors shall be discussed.

MA6 Offerors shall describe their approach for maintaining good communication within the offeror's corporate structure (internal) and with Government, subcontractor, and other interfaces associated with the tasks defined in the PWS. This description should include the following:

- The purpose of the communication (report results of task assignment, provide task status, respond to information requests, assign tasks, provide direction, etc.)
- The method employed (formal meeting, formal periodic report, one time report, memo, telephone conversation, etc.)
- Anticipated frequency (quarterly, monthly, as needed, etc.)
- Party responsible for conducting the communication (Director, Department Manager, Assigned Engineer, etc.)
- Recipients or participants in the communication (Government Contracting Officer, Government COTR, other Government personnel, personnel from other organizations, etc.)

MA7 The Offeror shall demonstrate its ability to implement routine daily requirements, easily accommodate high intensity work periods and respond effectively to off nominal and/or emergency requirements. The effectiveness of the offeror's management approach to address all functional elements of the Performance Work Statement and their interrelationship will be evaluated as to how planning, managing, and controlling of total resources is being applied to the performance of work. Offerors shall fully describe an integrated, cost-effective approach in the performance of PWS tasks. For each task, offerors shall address the following:

- Nature and sources of required information.
- Methods (manual and automated) that are appropriate.
- End product
- Requirements/standards (ANSI, OSHA, NASA, MSFC, Project etc.) which influence or regulate task performance.

- Offerors are also encouraged to submit innovative ideas for accomplishing PWS tasks.

MA8 Offerors shall discuss their approach to performing work in an ISO 9000 environment.

MA9 Offerors shall submit a risk analysis for this subfactor which identifies risk areas, if any, and the recommended approach to minimize the impact of those risks on the overall success of the program.

B. Staffing

It is in the Government's best interest that the offeror recognize the importance of providing a high quality and stable work force which satisfies the requirements for the S&MA Support Contract.

S1 Offerors shall describe their approach for the assumption of existing and ongoing work with minimal project impact in the form of a phase-in process plan to include a description of how any phase-in related problems will be resolved.

S2 The Offeror shall specify the staffing categories and numbers. Furthermore, the offeror shall provide convincing rationale that clearly substantiates the need for staffing categories and numbers proposed. Failure to clearly substantiate the proposed staffing may indicate a lack of understanding of the requirements.

S3 The Offeror shall address the selection of skill levels and job qualifications (for each skill level) and their relationship to performance of different levels of work to the PWS. The offeror's staffing plan shall be prepared in a manner that will permit required correlation among the various tasks and training and certification requirements of the PWS and DRD 875MA-009. The offeror shall provide a breakdown of workforce consistent with that set forth in the PWS, with complete supporting rationale. The plan should include, where deemed applicable, any details regarding workload adjustments capability and cross-utilization of personnel to demonstrate flexibility in responding to fluctuating work requirements.

S4 The Offeror shall demonstrate the extent to which it plans to use personnel from its own organization, make new hires, obtain personnel on-board with incumbent, or use other sources, with the percentage each such source contributes to the total

work force. The offeror shall show evidence of the extent of commitment and availability of personnel and describe any recruitment and employment methods to be used.

S5 As a part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The professional compensation proposed should reflect consideration of the impact upon recruiting and retention, consistent with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure. The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines and professional job difficulty. It should be noted that only information relative to the offeror's compensation plan pertaining to the discussion of logic or rationale should be submitted as part of Volume I, "Mission Suitability." Data such as formulas, factors, rates, etc. shall be submitted as part of Volume II "Cost Factor."

S6 The Offeror shall submit a risk analysis for this subfactor that identifies risk areas, if any, and the recommended approach to minimize the impact of those risks on the overall success of the program.

C. Key Personnel

KP1 The offeror shall furnish on the Key Personnel Position Description and Resume', provided in the "List of Forms and Exhibits " section which follows Section M of this RFP, the qualifications, education, training, performance references, and extent and applicability of related experience for proposed key personnel. The project manager, because of the critical functions and importance of that position, shall be considered a Key Person. Any pertinent or special qualifications, including experience on similar contracts of this magnitude, shall also be provided. The offeror shall indicate the extent of commitment of the identified key personnel to this effort, and their availability for the proposed positions. It should also be stated whether those same individuals are being included in any concurrent proposal. The offeror shall obtain and submit

employment agreement letters for all proposed key personnel not currently in the employ of the offeror. Rationale for identifying the positions as "key" shall be provided.

KP2 The offeror shall submit a risk analysis for this subfactor that identifies risk areas, if any, and the recommended approach to minimize the impact of those risks on the overall success of the program.

Volume II - Cost Factor

a. General

The Cost Proposal shall include all costs associated with the requirements of the proposed contract and shall comply with the applicable Federal Acquisition Regulation (FAR) and NASA FAR Supplement Regulations and governing statutory requirements. These instructions, including the requirements for detailed costs and substantiation data, are equally applicable to subcontractors under the circumstances set forth in FAR 15.404-3.

Certified cost or pricing data are not required; however, information other than cost and pricing data are required for cost realism analysis.

The Government intends to use IBM compatible personal computers to aid in the evaluation of proposals and requires the submission of certain cost data on 3 1/2" disk or CD ROM. Specific instructions for submitting computerized data to be utilized for evaluation purposes are contained in the Excel Workbook "Cost Forms and Instructions" which is provided separately from the RFP. The Offeror should not alter the Government provided proposal electronic spreadsheet file formats (Forms A - K) except for lengthening forms as appropriate, adding formulas or links, adjusting formulas to accommodate a different base for application of rates, or adjusting column widths.

It is contemplated that a firm contract will be awarded for the period August 15, 2000 through August 14, 2001, with four 1-year priced option periods (through August 14, 2005).

Anticipated Funding Profile (Assumes Steady Staffing and use of NASA Rates of Change)

Contract Year (CY)

00-01

Base Mission \$8.6M

Offerors and their subcontractors or team members, if any, are required to state ceiling G&A rates that they will be

willing to accept from contract inception through the 4th option period.

Offerors are cautioned not to include Mission Suitability related data in this volume.

Vehicles that the Offeror deems necessary to carry out the requirement shall be proposed at an amount not greater than the General Services Administration (GSA) lease cost, which includes maintenance. The Government invites proposal of an innovative approach to minimize vehicle costs. The GSA pricing information is available at the following internet address: <http://www.gsa.gov/travel.html>

The resultant contract shall include FAR Clause 52.251-2, Interagency Fleet Management System Vehicles and Related Services.

The normal MSFC duty hours are provided for the Offerors' information. Normal duty hours are defined as a 5-day week, Monday through Friday, (excluding legal holidays), 8 hours per day between the hours of 7:00 a.m. and 5:30 p.m. Offerors will be expected to establish normal duty hours compatible with the Safety and Mission Assurance Office which are, Monday through Friday, commencing at 7:00 A.M., with overtime/compensatory time for any time over 8 hours a day, weekends, and holidays.

The normal holidays observed by MSFC are as follows:

New Year's Day, January 1
Martin Luther King Jr.'s Birthday, 3rd Monday in January
President's Day, Third Monday in February
Memorial Day, Last Monday in May
Independence Day, July 4
Labor Day, First Monday in September
Columbus Day, Second Monday in October
Veterans Day, November 11
Thanksgiving Day, Fourth Thursday in November
Christmas Day, December 25

All Government owned property listed in the RFP is offered on a rent free basis.

b. Pricing and Estimating Techniques

All pricing or estimating techniques shall be clearly explained in detail (projections, rates, ratios, percentages, factors, etc.) and shall support the proposed costs in such a manner that audit, computation, and verification can be accomplished. Also, any experience factors (unit price, hours, quantities, efforts, etc.) adjusted for proposal purposes shall be explained in this section. All actuals shall show the periods of time and costs in detail when used as a basis for estimating the proposed costs.

There will be no advantage in proposing rates which are understated with the assumption that the probability of receiving a contract award will be increased. Since total cost estimates will not be given a numerical score in the evaluation process, unrealistic rates, either low or high, will tend to indicate a lack of understanding of the Performance Work Statement and requirements for contract performance. Unrealistic estimates will adversely impact the Offeror's Mission Suitability ratings and scores.

c. Cost Proposal Preparation

Offerors shall provide a summary page showing total cost and fee proposed as well as the general information described at FAR 15.408, Table 15-2 paragraph I.A. This summary shall be supported by element of cost at the summary/contract level in accordance with the Offeror's normal accounting and estimating system based on a full twelve months of effort for the base year and each of the (4) four option years. Additionally, a second summary page shall include total cost for the phase-in period of up to thirty (30) days and the base year adjusted for phase-in, plus the four (4) option years. All contract articles (previously found in Section B) shall be completed using the values shown in the second summary page.

For evaluation purposes, it is intended to evaluate the base contract year cost on a full 12-month period of performance. Therefore, Offerors shall propose, utilizing Government-prescribed forms discussed later in this section, on 12-full months of performance for the base year with no consideration of phase-in. The phase-in cost shall be clearly identified on Form J for the phase-in period and the remainder of the first contract year.

Cost proposals are also required from each proposed subcontractor or team member whose effort is expected to exceed \$1,000,000 in value where subcontractor selection was based on

other than adequate price competition or commercial item pricing exemption. Team members and/or major subcontractors may submit the detailed cost proposal directly to the Government if such data are considered to be proprietary.

Offeror's cost proposal shall be provided in hard copy and on 3 1/4" disk or CD ROM utilizing Excel 7.0a or lower for Windows 95.

Electronic spread sheets shall be submitted including the application of rates, a functional rate table, and all formulas necessary to calculate proposed cost. Cost data for rate application shall be presented by both contractor fiscal year and contract year August 15, 2000 through August 14, 2001. In order to facilitate verification of the proposed rates and factors, if the contract year overlaps two contractor accounting (fiscal) years, the Offeror shall provide a separate application of rates for each of the contractor accounting (fiscal) years, which are totaled to arrive at the contract year cost. Both the application of rates and totals must be clearly shown. Formats consistent with the Offeror's normal, disclosed, and/or approved estimating and accounting practices shall be used. The Offerors established labor classifications, by individual labor position (including hours and rates), and all other cost categories (including overhead/burden rates), base amounts, and application of rates shall be clearly shown. Also a summary of total program cost by element of cost shall be provided.

d. Direct Labor

The appropriate area U. S. Department of Labor Wage Determinations (Attachment J-3) provides minimum hourly wage and fringe benefit information for the classes of service employees planned to be employed under this effort. The logic and reasonableness of the relationship between personnel qualifications, proposed labor rates, and fringe benefits will be carefully evaluated as a significant indicator of the Offeror's understanding of solicitation requirements. Should the Wage Determination not reflect all labor classifications required for implementation of the Offeror's approach, appropriate action should be taken pursuant to the "Service Contract Act of 1965." All such proposed classifications and corresponding labor rates must be thoroughly described with complete supporting rationale.

Wage/salary increases shall be in compliance with any applicable union agreements. Offerors shall propose reasonable labor rate increases.

In order to facilitate timely evaluation of cost proposals, unplanned overtime hours should be estimated at 10 percent of nonexempt employees regular direct labor. Any proposed uncompensated overtime for employees exempt from the overtime requirements of the Fair Labor Standards Acts (FLSA) shall be identified, supported, and justified in the written explanation in the cost/price proposal. Uncompensated overtime hours, if any, shall be included in computing the effective labor rate used on Form B. In addition, a clear explanation of how such costs are accounted for shall be provided. There will be no advantage in proposing the use of unpaid exempt overtime.

Offerors shall provide the methodology and rationale used to establish salary/wage ranges and pricing rates for each individual, including consideration of the following: The various skills and disciplines; the features of the compensation plan designed to enable the offeror to attract and retain qualified employees; applicability of collective bargaining agreements, if any; and overtime payment policies. The wage determination rates set forth herein represent the minimum rate of pay for entry level employees performing under this contract. Offerors should consider the incumbent employees experience level and length of service when proposing rates which are based on retaining incumbent personnel.

The following uniform rates of change for pricing purposes are provided below:

2000	2.8%
2001	2.8%
2002	2.9%
2003	3.0%
2004	3.0%
2005	3.1%

e. Overhead(s) & G&A

All proposed overhead/burden rates (labor overhead, material handling, procurement burden, G&A expense, etc.) shall be provided with the proposal, as well as audit and approval status of the proposed rates. Provide cognizant Government Audit Agency, address, and phone number.

Offerors are advised that they may be asked to provide the following substantiating rationale for each rate at a later time:

Specify the major cost elements within each indirect pool and the functions performed.

Specify the equivalent indirect personnel in each pool, by contract year, and identify the types of functions performed.

Identify the composition of the allocation base and the basis for projection.

Specify the percent of total allocation base that this contract represents.

Each Offeror shall propose G&A ceiling rates for each of the years of contract performance. Ceiling rates should be stated in terms of Offeror's accounting (fiscal) year, as well as the effective ceiling rate for each contract year. These ceiling rates will be used in establishing the Government's cost realism analysis for evaluation/selection purposes.

f. Subcontracts

Offerors shall provide an explanation and rationale for all proposed subcontracts in excess of one million dollars (\$1M), as well as the information described below. Include a copy of any teaming agreements applicable to this effort. Information submitted for subcontracts of \$1M or more must be at the same level of detail as that submitted by the prime offeror.

A brief description of the work to be subcontracted or assigned to other team members.

The number of firms solicited, the number proposals/quotes received, and the number found to be acceptable.

The cost or price analysis accomplished.

Status of subcontractor's business systems (accounting, compensation, estimating, purchasing, and property management)

Names and addresses of the subcontractors tentatively

selected and basis of selection, i.e., low bidder, delivery schedule, technical competence, etc.

Your rating of the subcontractor's competence (fair, good, excellent).

Type of contract and estimated cost and fee or profit.

Affiliation with the prime, if any.

Whether or not subcontractor or team member is a small or small disadvantaged business concern.

The extent of subcontract supervision anticipated.

The telephone number and name of the Defense Contract Audit Agency (DCAA) Office having cognizance over the subcontractor or team member.

g. Materials

Materials (including equipment and supplies), or subcontracted services not otherwise identified and exclusive of items furnished through the Government Property Division Stores, and incidental materials for discrete projects should be estimated based on the following:

Basic Year	- \$35,000
Option No. 1	- \$36,050
Option No. 2	- \$37,132
Option No. 3	- \$38,245
Option No. 4	- \$39,393

h. Other Direct Costs

Include yearly cost estimates for relocations cost (not attributable to phase-in) if any, that would be a direct charge anticipated during the contract period of performance. Each relocation should be priced as a separate line item. Identify labor category and number of people to be relocated. Include estimates for travel directly associated with relocation.

Include annual estimates for any travel and training required by the Performance Work Statement.

Any other direct costs anticipated to be incurred during the performance of the Performance Work Statement should

be included for each year. Items of cost shall be listed and supporting rationale shall be provided for each category.

i. Phase-In

Phase-in costs shall include all costs incurred prior to full assumption of the PWS. These costs shall include those required to secure the initial staff, equipment, etc. and shall reflect the cost associated with staffing build-up to full assumption of contract responsibility. The Offeror's submission shall contain a separate and complete phase-in estimate delineated by element of cost in accordance with the Offeror's normal estimating procedures. Include relocation and travel cost associated with phase-in with supporting rationale. The phase-in cost and labor hours shall be presented in the same detail as required for the balance of the base contract year.

Offeror's are cautioned to include phase-in costs/fee in the base year value shown in Paragraph B.2 of proposal.

j. Special Studies

For the Special Studies schedule of the contract, the most probable cost for each contract year will be determined by applying the composite labor rates provided for each year on Cost Form K to the skill mix and hours provided below. Adjustments to the proposed labor rates may be made in order to report to the Source Selection Authority the most probable "cost of doing business" with each Offeror.

<u>Labor Classification</u>	<u>Hours</u>
Program Manager	150
Jr. Engineer	450
Sr. Engineer	750
Secretary IV	38
Secretary II	38
Secretary III	37
Data Clerk	37
	<u>1500</u>

k. Contract Facilities Capital Cost of Money (COM)

If Facilities Capital Cost of Money is proposed, in accordance with FAR 15.408(h), the Offeror shall submit DD Form 1861, showing the calculation of Facilities Capital Cost of Money. (Attachment following of section M)

Since it is NASA's policy to reduce fee objectives dollar-for-dollar for imputed facilities capital cost of money, Offerors may elect to forego the development of facilities capital cost of money and attendant fee objective reduction. If this approach is elected by the successful Offeror, the clause in FAR 52.215-31 will be included in the resultant contract.

1. Fee

The Government anticipates the contract will be a Cost-Plus-Award-Fee contract. The Offeror's fee proposal should recognize the varying degrees of risk and challenges for the Contractor in performing different tasks within the PWS.

The resultant contract shall contain no base fee.

If teaming arrangements or other business combinations are proposed, a single fee pool will be established for distribution among the participant contractors/subcontractors, thereby precluding any pyramiding of fees. Offerors shall submit to the Government for evaluation all teaming agreements applicable to this effort.

m. Instructions For Completing RFP Specified Forms

(1) Offerors shall complete all applicable forms as shown in the "List of Forms and Exhibits " section which follows Section M of this RFP and provide detailed, supporting data to explain the basis and rationale for each proposed element of cost. The required Cost Forms are provided in the Microsoft Excel workbook, "Cost Forms and Instructions". The forms are designed to provide NASA with information necessary to evaluate all Offeror's proposals on a uniform and consistent basis. The composition of some forms may require an Offeror to classify some proposed elements of cost in a manner that differs from the Offeror's normal, disclosed, and/or approved estimating and accounting practices. To facilitate uniformity in evaluation, Offerors are requested to classify and propose cost elements in consonance with the specified format and furnish addenda which explain and reconcile the differences between the way the company normally classifies its costs and costs classified in accordance with the RFP cost forms. The contemplated resultant contract will be written in a manner which is consistent with the Offeror's normal, disclosed, and/or approved estimating and accounting practices.

(2) To the extent applicable, each Offeror will include the following forms with its cost proposal. Each of these forms (along with a cover page for Forms A-K providing detailed instructions for completion) are shown in the "List of Forms and Exhibits " section which follows Section M of this RFP. Any reproduction of the forms is the responsibility of the Offeror. The Offeror may resize the forms to better fit the

proposal package but must adhere to the format designs. Amounts proposed should be to the nearest whole dollar.

<u>Form No.</u>	<u>Title</u>
A	Summary of Total Program Cost
B	Labor Cost
C	Payroll Additives
D	Fringe Benefits
E	Material and Equipment
F	Subcontracts
G	Other Direct Costs
H	Indirect Rates and Factors
I	Personnel and Fringe Benefit Policies
J	Summary of Phase-In
K	Wrap Rate for Special Studies Cost
DD Form 1861	Contract Facilities Capital Cost of Money

For all subcontracted effort involving direct labor subject to the Service Contract Act, the prospective team members or subcontractors (any tier) anticipated to perform under this contract shall complete Form(s) A, B, C, D and I. The completed forms should be submitted through the prime contractor to the Government for evaluation. If the subcontractor considers this information to be proprietary data, it is incumbent upon the prime contractor to insure that the completed forms are submitted, directly from the subcontractor to the Government contracting officer, not later than the proposal due date specified in this solicitation.

Volume III - Past Performance Factor

The Past Performance Interview/Questionnaire, provided in the "List of Forms and Exhibits " section which follows Section M of this RFP, shall be completed for up to 5 of the offeror's most relevant contracts that are currently being performed or have been completed within the last 3 years. The limitation of 5 forms applies to the offeror's entire team, regardless of the number of subcontractors/team members proposed. Questionnaires identifying contracts which have been completed more than 3 years ago will not be evaluated. The same applies to questionnaires received in excess of the limitation of 5.

Sections I and II of the Past Performance Interview/Questionnaire shall be completed by the offeror for each relevant contract. Copies of these Sections I and II shall be included as part of proposal submittal I. Sections I, II and

III of the questionnaire shall be submitted to each customer, utilizing the provided "Client Authorization Letter" format. Each customer shall complete both Section II and III and provide the forms directly to MSFC at the address provided.

While the references provided by Offerors will be the primary source of information used for evaluation purposes, the Government may use other references (discovered during the reference check process, for example). The NASA/MSFC Past Performance Database shall also be utilized to assist with the evaluation of this factor. In addition to the Past Performance Interview/Questionnaire, offerors shall provide narrative describing their past performance. As part of this narrative, offerors shall provide its Lost Time Incident Rate (LTIR), as defined by 29 CFR Part 1904, for the past 3 years.

Volume IV - Completed RFP and Signed SF33

The Offeror shall complete Items 12-18 of the SF33 and include three copies of the SF33 in this volume. All three copies of the SF33 shall have an original signature in Item 17.

The Offeror shall also complete the following sections of the RFP and include a complete copy of the RFP (Sections B-M plus Forms and Exhibits) in this volume following the SF33s. The required fill-ins are high-lighted in yellow in the electronic version of this RFP.

<u>Section</u>	<u>Fill-in Required</u>
Clause B.2 Paragraphs (b) and (c)	Summary of Estimated Cost and Fees and Potential Award fee
Clause B.3 Paragraphs (e)1 And (e)2 Potential Fees	Summary of
Clause B.4 scheduled	Premiums for Overtime by contract Period
Clause B.6, Paragraph (a) rates by	Ceilings on G&A Contract Period
Clause H.7, Paragraph (c)	"Wrap" rates for

Special Studies and
Award Fee Percentage

Section K (All)

Certifications and
Representations as
Applicable

In the event the Government elects to award a contract from initial proposals without discussions, the signed SF33 and completed RFP will form the executed contract.

(End of Provision)

BACKGROUND INFORMATION

The services covered by this solicitation have been obtained contractually for the past several years. The current contract for Safety and Mission Assurance services is written on a "mission" basis; that is, the offeror should recognize that Government direction will be kept to an absolute minimum. It is intended that any resultant contract to this solicitation will also be written on a "mission" basis. Offerors should understand that the successful Contractor's obligation under this contract may be extended to include resolution of unusual or emergency situations that may occur from time to time throughout the period of performance. Work of this nature directed to the Contractor by the Government will be by "Technical Directives" from the Contracting Officer or his Representative. Technical Directives are explained in G.3.

The current Safety and Mission Assurance (S&MA) Mission Services contract with Hernandez Engineering, Inc., 17625 El Camino Real, Suite 200, Houston, Texas 77058, (Cost-Plus-Award-Fee) was scheduled to conclude on March 31, 2000. However, due to the status of this procurement, the current S&MA contract will be extended, as necessary, to ensure the continuity of services until such time that a follow-on contract is awarded.

The actual work to be accomplished under this procurement is substantially the same as that being accomplished under the current contract.

The information furnished in this section is in no way intended to restrict a prospective offeror in his approach to preparation of his proposal. The information is furnished for the sole purpose of providing all offerors a better understanding of the requirements contained in this solicitation.

Each offeror should propose on the program management effort in accordance with the system of costing and types of functions he feels will be necessary to accomplish the required mission support.

Figure 1 of this Section is a Facilities Site Map of the Marshall Space Flight Center. Figures 2 and 3, respectively, to this Section depict the overall MSFC and Safety and Mission Assurance (S&MA) Office organizational structures. The services solicited by this RFP are in support of the MSFC S&MA Office.

MSFC Normal Tour of Duty

Normal MSFC duty hours and list of observed holidays are as set forth on page L-16. Offerors will be expected to establish working hours compatible with the organizations to be supported.

Historical Data

The following historical information is applicable to the Performance Work Statement. Included is information relative to current and anticipated staffing levels, Skill Mix, and Skill Levels, MSFC Projects currently supported, types and number of assessments/reviews to be performed, travel and training requirements, and a description of Government furnished equipment. This information is not intended to restrict or guide the offeror in selecting an approach for proposal preparation. It is furnished for the sole purpose of providing all offerors with the best possible understanding of the magnitude and extent of the resources historically used and those anticipated to be necessary to accomplish the tasks associated with the Performance Work Statement.

Staffing

The following position classifications are representative of the staff composition for the existing S&MA Mission Services contract:

Position Classification	Percentage of Effort
Project Management	2%
Technical Management	9%
Senior Engineer	25%
Engineer	33%
Junior Engineer	5%
Specialist	15%
Clerical	9%
Data Clerk	2%
Total	100%

These positions are distributed among the S&MA Mission Services Contractor's major organization elements as depicted in Table L-2.

It must be recognized that the S&MA Mission will require different levels of support as the Center's overall role and missions evolve during the term of the basic contract and option periods as current programs mature, or are completed and new programs are initiated. Since a definitive schedule for known future programs, as well as the requirements and content of

those programs, cannot be determined at this time, staffing requirements may vary.

Contractors supporting this effort in the past have been responsible for performing tasks involving the maintenance of certain Government-provided computer systems and servers. It should be noted that the contractor selected for performance of the follow-on effort will not be required to perform these tasks. All computer support shall be provided by the Government through the on-site Information Services Department (ISD) contractors.

Appendix E of the PWS depicts the MSFC Projects currently supported by the S&MA Mission Services Contractor. Table L-3 depicts the types and number of assessments/reviews currently supported by the S&MA Mission Services Contractor.

These staffing levels are provided as guidance only and must not be assumed as indicating that a level-of-effort contractual arrangement will result from this solicitation.

Travel

Over the last three years, the average annual expenditure for travel has been \$190,372.

Supplies, Materials, and Equipment

Over the last three years, the average annual expenditure has been \$32,200. This value represents the total combined expenditures for supplies, materials, and equipment for the S&MA Mission Services contract.

Government Provided Facilities

The current onsite S&MA Mission Services offices are located in Buildings 4202, 4471, 4561-A, and 4487. These areas are broken down into the following square footage:

Square Footage of Space Provided	
Building 4471	Total 14,093 ft ²
Office Space	10,931 ft ²
Technical	881 ft ²
Conference Rooms	882 ft ²
Storage	1,000 ft ²

Building 4202	Total 2,198 ft²
Office Space	2,198 ft ²
Building 4561-A	Total 100 ft²
Building 4487	Total 100 ft²

Training

The following training requirements are representative of the specialized training required for the existing S&MA Mission Services contract (see DRD NO. 875MA-009, Personnel Training and Certification Plan):

Specific skills requiring training and proficiency shall include:

1. Schematic and drawing comprehension.
2. Test and launch operations.

Specific skills requiring certification and proficiency shall include:

1. Solid propellant inspection *.
2. Confined space *.
3. Welding inspection and nondestructive evaluation (NDE).
4. Program Critical Hardware (PCH) *.
5. Lifting Equipment Training Certified Examiner.
6. Propellant and Explosive Handler *.
8. Risk Management Course Instructor (NASA Headquarters provided training, travel required).

* Training provided by the Government at MSFC.

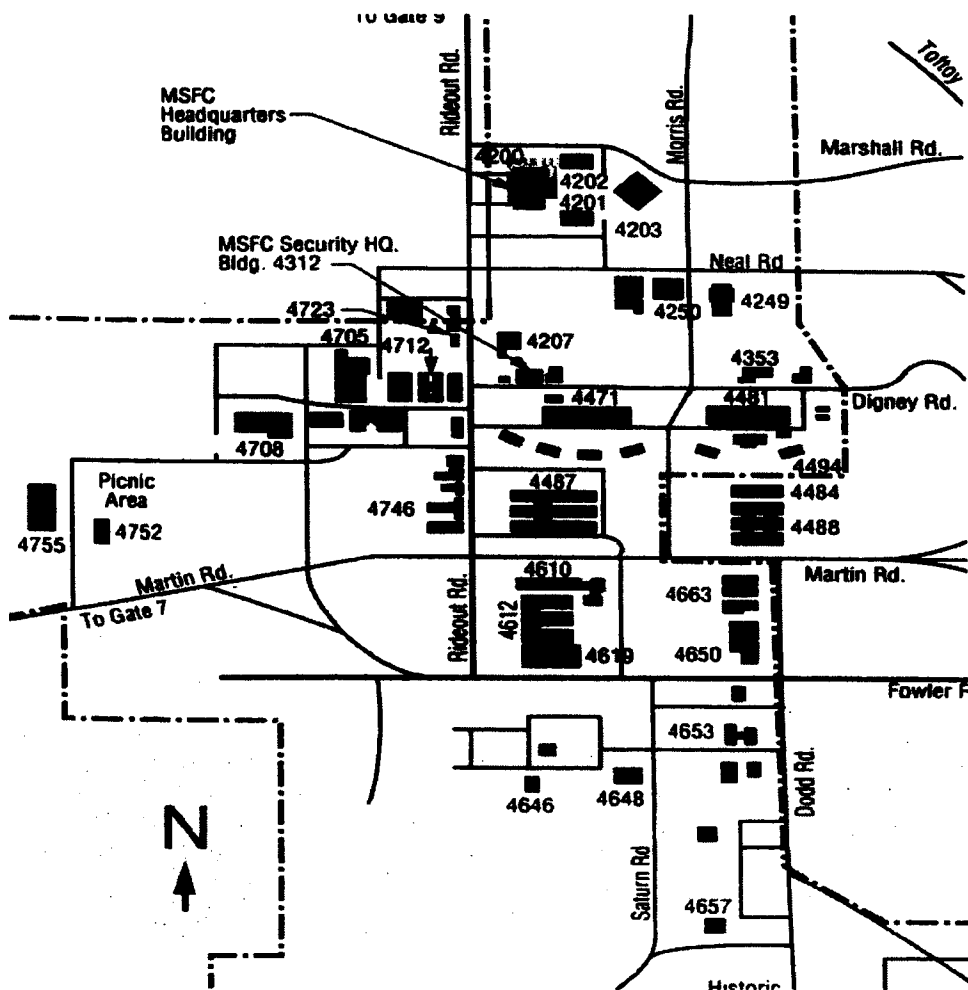


Figure L-1: Facilities Site Map of the Marshall Space Flight Center

MSFC Organizational Chart

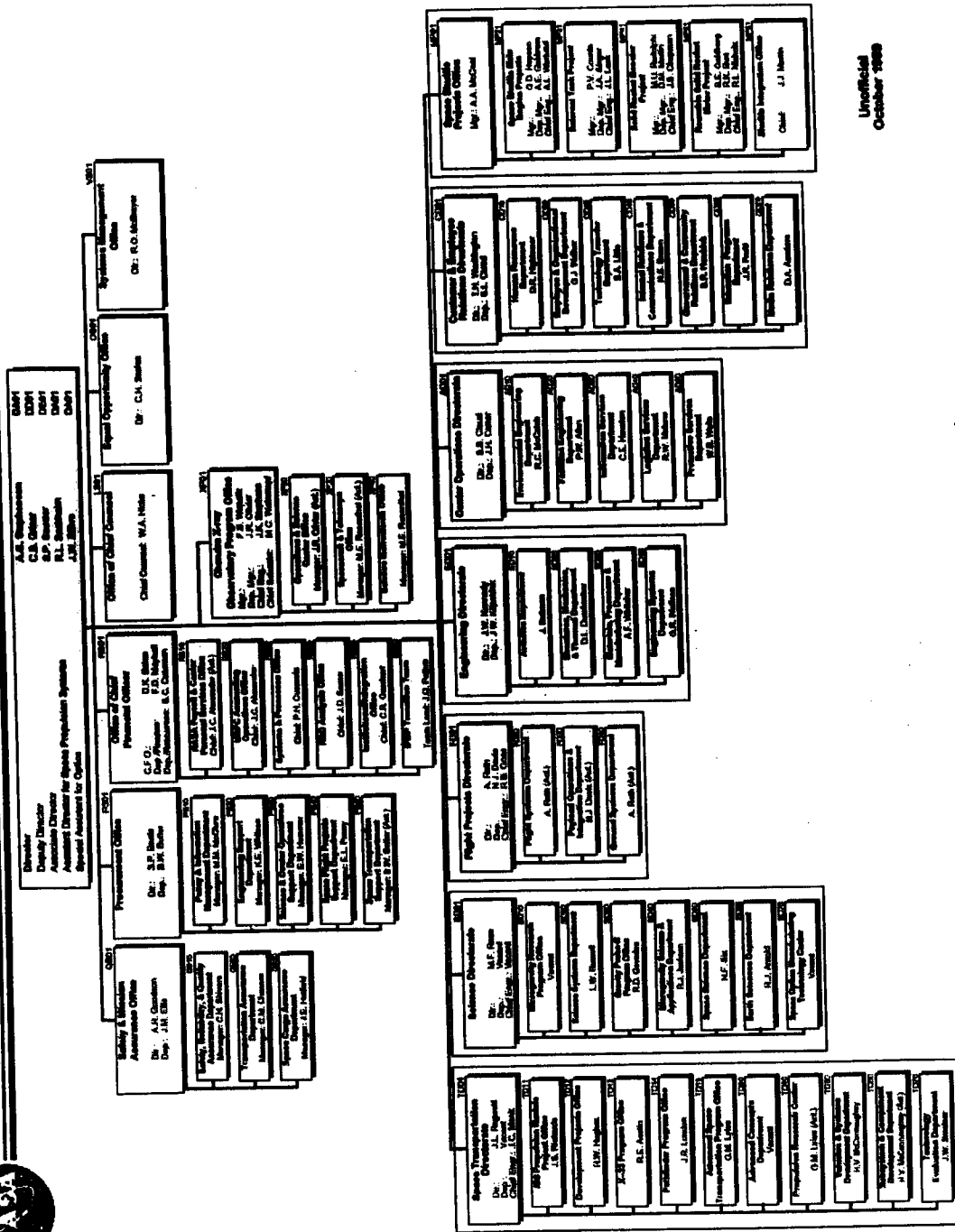


Figure L-2: MSFC Organization

Unofficial
October 1966

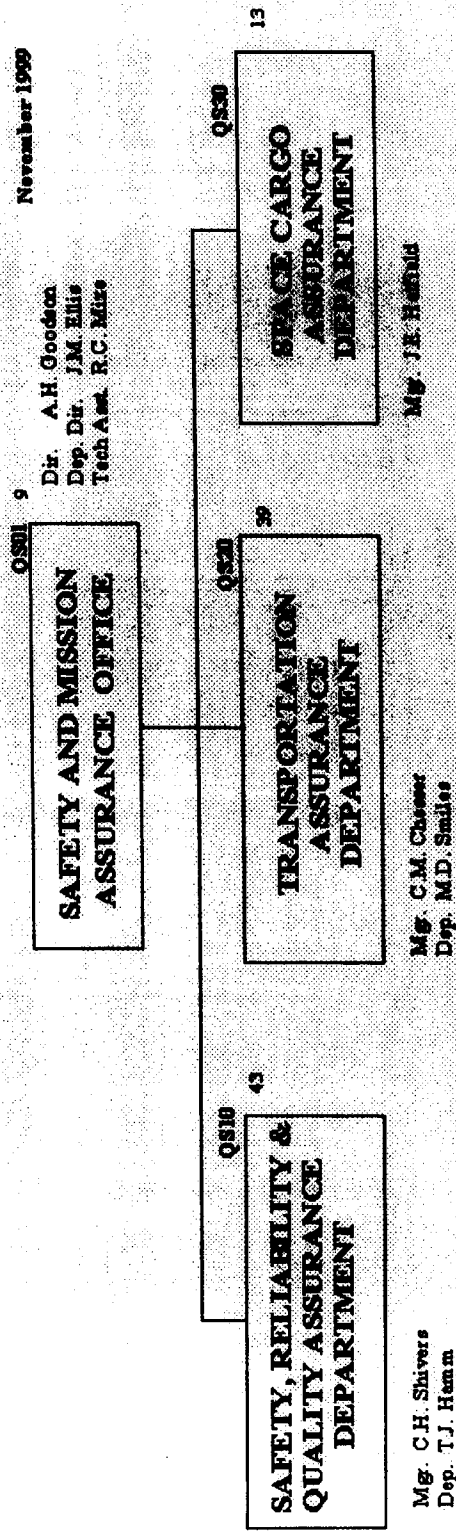
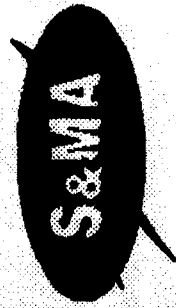


Figure L-3

1	-	GSA vehicle (Limited Use)
14	-	Local area pagers
2	-	Nationwide pagers
1	-	Cellular telephone
6	-	FAX machines
1	-	Lap-top computers
115	-	Desk Top Computers
18	-	Printers
8	-	Special display units
1	-	Disk drive backup unit
2	-	Micro computers
3	-	Disk drive units
1	-	Sheet feeder
3	-	Scanners
2	-	Data storage units
3	-	Uninterrupted power supply units

Table L-1: Types And Numbers Of Installation Provided Equipment
Currently Supplied To The S&MA Mission Services

STAFFING CATEGORY	ORGANIZATION ELEMENT			
	Director's Office	Safety, Reliability & Quality Assurance Dept./QS10	Transportati on Assurance Department/ QS20	Space Cargo Assurance Department/ QS30
Manager	2%	-	-	-
(1) Engineer	-	31%	19%	19%
(1,2) Management Information Specialist	-	7%	-	-
(3,4) Specialist	-	2%	6%	2%
Clerical	4%	3%	1%	2%
Clerks	-	1%	1%	-
Subtotal	6%	44%	27%	23%
TOTAL = 100%				

- NOTES: (1) Includes Working Level and First Line Supervision
(2) Includes DSS Professionals and Programmers
(3) Includes Industrial Safety and Quality Assurance Specialists
(4) One Senior Quality Assurance Specialist located at Stanford in support of Gravity Probe B

Table L-2: Current S&MA Mission Services Contractor's Staffing by Major Organization Element

Current List of Programs and Projects Requiring S&MA Support

A representative list of current programs and projects requiring S&MA support can be found in Appendix E of the Performance Work Statement (PWS), Section J-1.

Types And Number Of Assessments/Reviews Currently Supported By
The S&MA Mission Services Contractor

Shuttle Elements (assuming (8) eight flights during period)

1. FRRs (32)
2. ET/SRB Mate Reviews (8)
3. Element Pre-Flight Reviews (32)
4. PARs (8)
5. TIMs (9)
6. Component Design Upgrade Reviews (6)
7. Launch Simulation Process Reviews (3)
8. Pyro Acceptance Reviews (3)
9. SRB Post-Flight Assessment Reviews (8)
10. Element Acceptance Reviews (32)
11. SSME Component Acceptance Reviews (12)
12. Pre-shipment Reviews (32)
13. SSME Development/Certification Test Data Reviews (30)
14. RSRM Certification Reviews (4)
15. Shuttle Element Problem Review Boards (24)

Payloads/Station/RLVs

16. PDRs (15)
17. CDRs (14)
18. TRRs (4)
19. DCRs (2)
20. Safety Reviews (13)
21. PSRRBs (13)
22. Acceptance Data Reviews (8)
23. PRR/SRRs (4)
24. Independent Assessments (30)
25. FRRs (5)
26. Product Development Team (PDT) Meetings (24 per week)

Table L-3: Types And Number Of Assessments/Reviews Currently
Supported By The S&MA Mission Services Contractor
(Numbers Based On One Year Period)

(End of provision)

Table L-4, S&MA Tools/Databases/Software Packages, as set forth below, is provided to clarify the purpose and content of the tools databases/software etc. referenced in the Performance Work Statement along with a brief description of the skill required for their use.

S&MA Tools/Databases/Software Packages

PWS Paragraph 3.1	Tools/Database/ Software/etc.	Content/Purpose	Skill Required to use
	Fault Tree Analysis	A graphical model of the pathways within a system that can lead to an undesired loss event.	Knowledge of FTA theory. Experience with software tools (eg. CAFTA) that are used for FT development and Analysis.
	Logic Trees	Explores system responses to initiating challenges and enables probability assessment of success or failure, or outcomes and consequence.	Knowledge of Event Tree, and Cause-Consequence Analysis theory. Experience in preparing logic trees that use Event Tree, and Cause-Consequence Analysis methods including the use of any software tools.
	Hazard Analysis	Identify safety hazards on a subsystem or system. Assess identified hazards for methods of elimination or decreasing the probability of occurrence.	Experience in developing Hazard Analysis and the required safety supporting data on complex aerospace systems and ground support equipment.
	Data Search and Trending	Search lessons learned or mishap reporting databases for potential reoccurring safety problems or adverse trends.	Experience in the evaluation of databases to determine if any reoccurring safety problems exist.

4.11	MSFC Hazardous Operations Personnel Certification (CERTRAK)	Track personnel certification records and automatically notify prior to certification expiration date.	Experience in ACCESS based databases with web and e-mail interfaces.
	Safety Search	Search several Center databases for open safety related actions.	Experience in multiple database software packages to understand how data fields are accessed so that data can be downloaded to a web based database.
	Mishap Reporting	Track mishap cases and produce metric reports.	Experience in ACCESS based databases and web interfaces.
	Safety Bulletins	Broadcast Center safety bulletins.	Experience in converting WORD documents to "pdf" format then posting these files to a web page.
	Hazard Analysis	Systematically analyze facility and test systems for hazards.	Experience in developing Hazard Analysis and the required safety supporting data on aerospace ground support equipment and facilities.
	Building Managers	Provide quick access to safety information.	Experience in web page development.
	ORI Tracking System	Track action items from independent safety teams.	Experience in web based database development.
	Certified Cranes	Track crane information.	Experience in web based database development.
5.4.1	ALERT Database	The ALERT Database is used to report, review, or track any impacts to Government hardware (flight, non-flight, and test), office furniture, computers, or other.	Experience with processing of ALERTS and SAFE ALERTS.

5.5.10	PRACA Database	equipment and supplies. Track Shuttle and MSFC Payload Project Reportable Problems	Experience with corrective action systems and process.
6.2.1	Procurement Discrepancy Tracking System (PDTS)	MSFC Procurement's system for tracking discrepant purchased items. S&MA inputs Inspection & Acceptance Reports (Ihara's)	General computer knowledge & PDTS tutorial.
6.3.3	ISO 9000 Corrective Action System (CAS)	Track ISO 9000 Hardware, customer, and internal system problems	Experience with corrective action systems and process.
7.1	Management Information Center (MIC) ALERTS	The ALERT Database is used to report, review, or track any impacts to Government hardware (flight, non-flight, and test), office furniture, computers, or other equipment and supplies.	Experience with processing of ALERTS and SAFE ALERTS. Process.
	Metrics Stoplight Mishap data	Track & report status of S&MA processes or hardware relative to Technical Issues, Cost & Schedule.	Experience in WEB page & WEB based database development.
	As-Built Configuration Status System	To track as-build configuration of hardware built at	Knowledge of Work Orders, Deviations/Waivers, Discrepancy Records, Documentation of As-build

		MSFC	Configuration on Marshall Form 312 and Tango/Oracle databases.
	ISO 9000 Nonconformance Database (NCR)	Track ISO 9000 Internal Audit Nonconformances	Experience with corrective action systems and process.
	Problem Reporting and Corrective Action (UPRACA)	Track Shuttle and MSFC Payload Project Reportable Problems	Experience with corrective action systems and process.
	ISO 9000 Corrective Action System (CAS)	Track ISO 9000 Hardware, customer, and internal system problems	Experience with corrective action systems and process.
	ISO 9000 Quality System Deficiency Notices (QSDN)	Initiate ISO 9000 internal system problems	Experience with corrective action systems and process.
	ISO 9000 Quality Comment System (QUALCOMM)	Initiate ISO 9000 customer problems	Experience with corrective action systems and process.
	Certification Tracking System (CERTRACK)	Track personnel certification records and automatically notify prior to certification expiration date.	Experience in ACCESS based databases with web and e-mail interfaces.
	Integrated Safety Data (ISO)	Search safety databases for user specified information.	Experience in multiple database software packages to understand how data fields are accessed so that data can be downloaded to a web based database.
	Safety Concerns Reporting System (SCRS)	Track employee safety concerns and associated actions.	Experience in web based database maintenance and development.
	Defense Contracts Administration Reimbursable System (DCARRS)	Contains DCMS reimbursable hour data and is used to track DCMC	Ability to convert DCARRS database (Oracle) to M/S Excel

		expenditures against forecast.	
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**Table L-4: S&MA Tools/Databases/Software Packages Referred to in the Performance
Work Statement**

[END OF SECTION]

SECTION M

EVALUATION FACTORS FOR AWARD

M.1 EVALUATION OF OPTIONS (52.217-5) (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

M.2 EVALUATION FACTORS FOR AWARD

(a) General

The proposed procurement will be evaluated in accordance with procedures prescribed by the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement (NFS). As prescribed in FAR 52.215-1-Alternate I, the Government may award based on initial proposals, without discussions. Should it be determined that discussions are required and the consequential establishment of a competitive range is necessary, the most highly rated proposals will be included in the competitive range. However, to promote efficiency and reduce unnecessary expense to both Offerors and NASA, a total of no more than three proposals shall be a working goal in establishing the competitive range.

If discussions are deemed necessary, Offerors within the competitive range will be advised of weaknesses and deficiencies and uncertainties identified in their proposal and allowed a reasonable opportunity to satisfy the solicitation requirements. At the conclusion of discussions, a Final Proposal Revision (FPR) will be requested from all Offerors still within the competitive range. This FPR shall be submitted in the form of a contractual document that has been executed by an individual with the authority to contractually bind the Offeror. Selection will be made in accordance with the evaluation criteria set forth in section M of this solicitation. Contract award will be made WITHOUT SUBSEQUENT DISCUSSIONS OR NEGOTIATIONS and will be evidenced by the Contracting Officer's signature on the proposal submitted by the successful Offeror. Additionally, debriefings of unsuccessful Offerors will occur after contract award.

(b) Source Evaluation Committee (SEC)

A Source Evaluation Committee (SEC), appointed by the Director of Procurement, Marshall Space Flight Center will evaluate the offers submitted in response to this Request for Proposals (RFP). Proposal content requirements set forth in this RFP are designed to provide guidance to the Offeror concerning the type of information that will be used by the SEC. Acceptable offers will be evaluated in accordance with the factors set forth below.

(c) Source Selection Authority/SEC Voting Members

Source selection will be made by the Director of Procurement. Voting Members of the SEC are:

John L. Frazier
Louis F. Lollar

Rondal C. Mize
David G. Morgan

(d) Evaluation Factors and Subfactors

(1) Acceptable offers will be evaluated using the following factors:

Mission Suitability Factor

Management Approach

Staffing

Key Personnel

Cost Factor

Past Performance Factor

(i) The detailed descriptions of the factors and subfactors are set forth below:

(ii) Mission Suitability Factor (Volume I)

The Mission Suitability Factor assesses the excellence of the proposed approach for satisfying the Performance Work Statement, the Offeror's core values and how they emulate those of MSFC and the Offeror's ability to perform. The offeror's degree of understanding of the requirement will be assessed in all Mission Suitability subfactors. A key measure in assessing the offeror's understanding of the requirement is the adequacy of the offeror's risk analysis and the recommended approach to minimize the impact of identified risks to the overall success of the program. In addition to risk analysis, cost realism, or

) the lack thereof, will be used in evaluating the Mission Suitability Subfactors as an indicator of the Offeror's understanding of the requirement. Also, using the graduated scale set forth in paragraph M.2(d)(2)iii of this Section M, the Government will proportionally adjust the Offeror's Mission Suitability score for an assessed overall lack of cost realism.

The offers will be evaluated and scored based on the Mission Suitability subfactors set forth below:

Subfactor A: Management Approach

This subfactor will be used to evaluate the Offeror's management and operating approach for providing the services delineated in the PWS. The following will be evaluated:

The Offeror's safety program to ensure a safe and healthy work environment including compliance with MSFC safety policies and procedures, the adequacy of the Offeror's draft Safety and Health Plan as measured against the requirements of Sections J-1 and J-2, and how the offeror responds to a high (.4 for example) Lost Time Incident Rate (LTIR).

The Offeror's core values and how they emulate those of MSFC, how MSFC conducts business, how the contractor is organized to efficiently operate in this environment, how the organization provides clear internal and external lines of authority will be evaluated under this subfactor along with the approval status of the offeror's accounting, estimating, compensation, property management, and purchasing systems.

The extent of autonomy and authority granted to the Program Manager by a parent organization to manage local operations.

The offeror's approach for complying with Clause H.4 "Organizational Conflict of Interest" and Clause H.5 "Limitation of Future Contracting" and the offeror's ability to fully assume, plan and complete project requirements.

The effectiveness of the offeror's approach to teaming and subcontracting.

The effectiveness of the offeror's proposed communications practices (administrative and operative, internal to external and contractor to customer).

The Offeror's knowledge of and/or process for identifying the nature and sources of information required to accomplish the various types of tasks and the requirements/standards (ANSI, ISO 9000, OSHA, NASA, MSFC, Project, etc.) which influence or regulate task performance. Also evaluated under this subfactor will be the offeror's methods and rationale for integrating all tasks and functional elements into a management system tailored to provide services of the highest quality and function with efficiency, flexibility, and cost effectiveness.

The soundness and adequacy of the offeror's method and the approach to implement routine daily requirements, easily accommodate high intensity work periods and respond effectively to off nominal and/or emergency requirements. The effectiveness of the offeror's management approach to address all functional elements of the Performance Work Statement and their interrelationship will be evaluated as to how planning, managing, and controlling of total resources is being applied to the performance of work. Offeror's ability to identify risk areas and methods to minimize the impact of those risks on the overall program.

Subfactor B: Staffing

The Offeror's overall plan for obtaining and maintaining a qualified workforce will be evaluated under this subfactor. As part of the overall (including any subcontractors) staffing evaluation the following specific areas will be evaluated:

Continuity and efficiency of the phase-in process and plan for resolution of related problems.

Rationale for staffing categories and numbers proposed.

The proposed skill mix; methods for ensuring staffing flexibility and responsiveness to fluctuating work levels; and plans for personnel training and certification in special disciplines or areas.

Use of existing corporate resources and methods of recruitment and employment.

The offeror's total compensation plan and personnel policies regarding their ability to attract, motivate, and retain a qualified workforce.

Offeror's ability to identify risk areas and methods to minimize the impact of those risks on the overall program.

Subfactor C: Key Personnel

Evaluated under this subfactor will be the qualifications and related experience of the proposed key personnel in relation to their proposed assignment. As part of this subfactor, the following shall be evaluated:

The experience (technical and management) of each key person for the position being proposed, the qualifications of each key person proposed, the degree of commitment of each key person, the rationale for designating a particular position as key.

Offeror's ability to identify risk areas and methods to minimize the impact of those risks on the overall program.

(iii) Cost Factor (Volume II)

Cost, although not scored, is important in determining the offeror's understanding of the requirements of the RFP and the resources required. The adequacy and realism of the cost proposal will be evaluated and a most probable cost will be determined for each Offeror. For the Mission Schedule of the contract, the estimated cost and fees for the basic year and all options will be combined and evaluated together (paragraph M-1). The Government assessment of the probable "cost of doing business" with each offeror and features that could cause a given proposal to cost more or less than others will be included. Proposed costs of specific elements thereof will be adjusted by the SEC in order to report to the Source Selection Authority the probable "cost of doing business" with each offeror. The G&A ceiling rates listed in Section B.6, Allowable Items of Cost, shall be used in establishing the probable cost. For Evaluation purposes, base year costs shall be on a full 12 month period of performance basis. Phase-in costs will not be included in the base price, but they will be separately identified and considered as part of the overall cost of doing business. Both the proposed cost and the probable cost will be presented by the SEC to the Source Selection Authority.

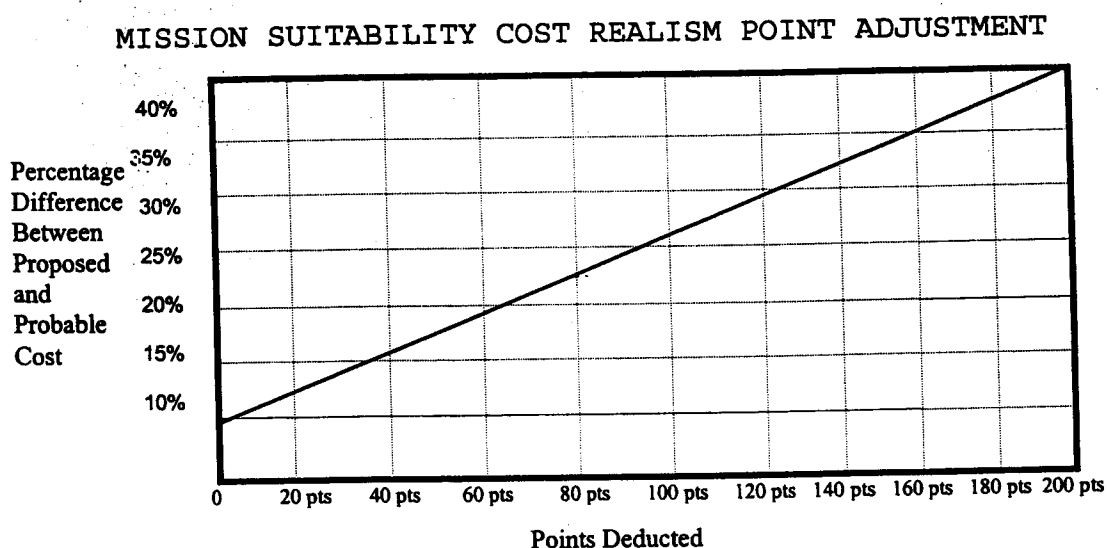
The Offeror's complete phase-in approach will be evaluated to ensure an expeditious, smooth, and cost effective transition and eventual assumption of complete responsibility. Wrap rates for special studies as described in L.12 shall also be evaluated.

While the Cost Factor is not numerically scored, proposals requiring a significant upward adjustment to the proposed costs in order to establish a most probable cost will cause an Offeror's Mission Suitability score to be reduced (NFS 1815.305). A maximum of 200 points may be deducted from an Offeror's Mission Suitability score depending on the size of the cost adjustment necessary to establish the most probable cost.

For each percentage point of difference between an offeror's proposed cost and the SEC's probable cost assessment of that proposal above ten (10) percent, 6.66 points will be deducted from the Offeror's Mission Suitability score. A 40 percent differential between an Offeror's proposed cost and the most probable cost would result in the maximum allowable deduction of 200 Mission Suitability points. Adjustments may be made to the Mission Suitability score for cost adjustments of less than ten (10) percent; however, such adjustments would not be made utilizing the point adjustment schedule.

Also, there will be no deductions made to the Mission Suitability score for cost adjustments necessary to reflect the proposed G&A ceiling rates. Cost adjustments for G&A ceiling rates are not included in the ten (10) percent window discussed above.

A Mission Suitability cost realism point adjustment schedule is provided below.



(iv.) Past Performance Factor (Volume III)

The information provided in the proposal, the Lost Time Incident Rate (LTIR) requested in L.12 and information in response to the Past Performance Questionnaire will be used to evaluate the Offeror's overall corporate (as opposed to that of proposed key personnel) relevant past performance, including any proposed subcontractor related past performance, with comparable Statements

) of Work. This factor is not numerically scored but is assigned an adjective rating and reported to the Source Selection Authority for consideration in making a selection. Firms having no relevant past performance will receive a neutral rating of "Good" (i.e., they will not be evaluated favorably nor unfavorably).

(e) Relative Importance of Evaluation Factors/Subfactors

(1) While only the Mission Suitability Factor is scored, in order to provide Offerors with an indication of the relative importance of the three factors listed above, the following information is furnished:

a. All evaluation factors, other than cost, when combined, are significantly more important than cost or price.

b. Mission Suitability, Cost, and Past Performance, are all essentially equal in importance.

(2) The subfactors to be used in evaluating Mission Suitability and their corresponding weights are listed below:

<u>Subfactor</u>	<u>Points</u>
Management Approach	500 points
Staffing Plan	250 points
Key Personnel	250 points
Total Mission Suitability	1,000 points

The numerical weights assigned to the three subfactors identified above are indicative of the relative importance of those evaluation areas.

(End of provision)

[END OF SECTION]

RFP 8-1-0-OS-C5853

List of Forms and
Exhibits

<u>Title</u>	<u>No. of Pages</u>
Key Personnel Position Description And Resume'	3
Past Performance Interview/ Questionnaire Form	8
Cost Evaluation Forms (instructions included for each form)	
Form A Summary of Total Program Cost	2
Form B Direct Labor Costs	7
Form C Payroll Additives	7
Form D Fringe Benefits	
7	
Form E Material and Equipment	2
Form F Subcontracts	2
Form G Other Direct Costs	2
Form H Indirect Rates and Factors	3
Form I Personnel and Fringe Benefit Policies	2
Form J Summary of Phase-In Costs	
2	
Form K Wrap Rate for Special Studies Cost	6
DD Form 1861 Contract Facilities Capital Cost of	
1	
Money	

KEY PERSONNEL POSITION DESCRIPTION AND RESUME

(Complete one form for each proposed Key Person. Copies of this form should be used for continuation of work experience; use plain bond paper if additional space is needed otherwise. Start with the present or most recent position and work back. Do not submit work experience prior to 1990. Employer and customer references may be contacted during the proposal evaluation period. The availability of the person referenced, complete mailing address, and complete telephone number shall be verified by the offeror before submission).

PROPOSED POSITION TITLE: _____

PROPOSED POSITION SALARY: _____

NAME OF PROPOSED KEY PERSON: _____

CURRENT EMPLOYER: _____

DESCRIPTION AND SCOPE OF PROPOSED KEY POSITION:

RATIONALE FOR SELECTING THIS AS A KEY POSITION:

REASONS FOR SELECTING PROPOSED PERSON FOR THIS POSITION:

THE PROPOSED PERSON:

HAS _____ HAS NOT _____ BEEN CONTACTED
IS _____ IS NOT _____ COMMITTED TO THE PROPOSED POSITION
HAS _____ HAS NOT _____ BEEN INCLUDED IN CONCURRENT PROPOSALS
WILL DEVOTE _____ % OF TIME TO THIS CONTRACT

COLLEGE EDUCATION OF PROPOSED KEY PERSONNEL:

NAME & LOCATION OF
OF INSTITUTION

YEAR OF DEGREE

TYPE OF DEGREE AND MAJOR

OTHER SPECIALIZED TRAINING/MEMBERSHIP IN PROFESSIONAL SOCIETIES:

EMPLOYMENT HISTORY (SINCE 1990) STARTING WITH CURRENT POSITION:
EXPLAIN ANY INTERRUPTIONS IN EMPLOYMENT

DATES EMPLOYED:

TITLE/SALARY:

EMPLOYER & LOCATION:

TYPE OF BUSINESS:

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

DATES EMPLOYED:

TITLE/SALARY:

EMPLOYER & LOCATION:

TYPE OF BUSINESS:

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

DATES EMPLOYED:

TITLE/SALARY:

EMPLOYER & LOCATION:

TYPE OF BUSINESS:

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

PAST PERFORMANCE INTERVIEW/QUESTIONNAIRE FORM

This evaluation should be completed by the Contracting Officer (CO), Contracting Officer's Representative or Contracting Officer's Technical Representative (COR or COTR), Task Monitor (TM), or other person identified in the contract by the appropriate Contracting Officer with monitoring the contractor's compliance with the requirements of the contract.

In compliance with the direction in the FAR, the information contained in this evaluation is not subject to view by anyone other than the designated source selection evaluation personnel.

INSTRUCTIONS, DEFINITIONS, AND RATING GUIDELINES

Instructions

This evaluation is to be completed as indicated below. For purposes of these evaluations, the term "project" is intended to mean "contract". This package consists of the following:

Section	Description	Who completes
Section I	Basic contract information	Contractor being evaluated
Section II	Government Evaluator identifying information	Government Evaluator
Section III	Contractor Performance Report	Government Evaluator

Any questions you might have concerning completion of this form should be addressed to David G. Morgan at (256) 961-2105.

CONTRACTOR PERFORMANCE REPORT

Section I

To be completed by Contractor requesting evaluation.

Contract Number:	
Contract Title:	
Contract Prime Contractor:	
Contract Award Date:	
Contract Completion Date (including options):	

Contract Type:	Competitive	Non-Competitive
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CONTRACTOR PERFORMANCE REPORT

Section II

To be completed by Government/Industry representative performing the evaluation.

COTR, COR, TM, or Other Name:	
COTR, COR, TM, or Other Signature:	
Commercial Phone Number:	
Facsimile Phone Number:	
E-mail address:	
Date:	

CONTRACTOR PERFORMANCE REPORT

Section III

Definitions and Rating Guidelines

The Factors/Ratings tables on the next page summarize contractor performance in each of the following rating areas. Each criteria should be assigned a rating, from highest to lowest, of Excellent Plus, Excellent, Good, Fair, Poor, or Unsatisfactory. If a particular criteria is not applicable, it should be rated in the far right column as N/A. However, the evaluator is encouraged to provide comments on any rating to further support a particular rating.

The following definitions and instructions should be used as guidance to aid in evaluating the criteria in the Factors/Ratings tables. Please read the definitions and instructions before rating any criteria to be sure that each criteria is graded in the context of the definitions. Also, please ensure that this assessment is consistent with any other assessments that have been done for the same contractor for the same work, such as for payment of fee purposes, exercise of option, other past performance requests, etc.

Technical Performance	Cost Control	Timeliness of Performance	Management Effectiveness
<ul style="list-style-type: none">- Compliance with contract requirement- Appropriateness of personnel- Technical excellence- Responsive to technical direction- Effective contractor recommended solutions	<ul style="list-style-type: none">- Within budget (over/under target costs)- Current, accurate, and complete cost reporting and billings- Cost efficiencies	<ul style="list-style-type: none">- Met interim schedule milestones- End items delivered on time- Contract administrative activities performed timely	<ul style="list-style-type: none">- Reliable- Pro-active- Reasonable and cooperative- Flexible- Prompt notification of problems- Effective small and small disadvantaged business subcontracting program- Accuracy of reports- Safety Performance

The four headings above relate to the actual ratings defined on the following pages.

CONTRACTOR PERFORMANCE REPORT
Section III (Cont'd)

Technical Performance	Cost Control	Timeliness of Performance	Management Effectiveness
<i>Excellent Plus</i>			
The contractor has demonstrated an exceptional performance level in any of the below categories that justifies additional consideration. This rating will be used only in those circumstances when contractor performance clearly exceeds the Excellent performance level.			
<i>Excellent</i>			
There are no quality problems.	There are no cost issues.	There are no delays.	Responses to inquiries, safety, technical, service, and administrative issues are effective and responsive.
<i>Good</i>			
Nonconformances or technical issues do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Response to inquiries, safety, technical, service, and administrative issues is usually effective and responsive.
<i>Fair</i>			
Nonconformances or technical issues require minor Agency resources to ensure achievement of contract requirements.	Cost issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Response to inquiries, safety, technical, service, and administrative issues is somewhat effective and responsive.
<i>Poor</i>			
Nonconformances or technical issues require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	Response to inquiries, safety, technical, service, and administrative issues is marginally effective and responsive.
<i>Unsatisfactory</i>			
Nonconformances or technical issues are compromising the achievement of contract requirements, despite use of Agency resources.	Cost issues are compromising performance of contract requirements.	Delays are compromising the achievement of contract requirements, despite the use of Agency resources.	Response to inquiries, safety, technical, service, and administrative issues is not effective and responsive.

CONTRACTOR PERFORMANCE REPORT

Section III (Cont'd)

Item	FACTORS/RATINGS	Excellent Plus	Excellent	Good	Fair	Poor	Unsatisfactory	N/A
Technical Performance								
1	Overall skill level & technical competence of Contractor personnel?							
2	Ability to identify risk factors and alternatives for alleviating risk.							
3	Ability to identify and solve problems expeditiously							
Cost Control								
4	Ability to accurately estimate and control contract cost (if the contract experienced an overrun, please amplify on the following page).							
5	Did the Contractor diligently search for and apply cost efficient practices?							
6	Were Contractor's reports and documentation accurate and complete?							
Timeliness of Performance								
7	Completion of major tasks or key project milestones on schedule.							
8	Did the Contractor deliver end items per the Contract schedule?							
9	Were the Contractor's reports and documentation submitted timely?							
Management Effectiveness								
10	Was the Contractor able to effectively coordinate, integrate & manage subcontractors?							
11	Did the Contractor management team show innovation and a proactive approach to problem identification and resolution?							
12	Was the Contractor effective in interfacing with the Government's staff?							
13	Was the documentation produced by the Contractor satisfactory to the users?							
14	Ability to meet Small, Small Disadvantaged, & Woman Owned Small Business subcontractors goals.							
15	Ability to recruit and maintain qualified personnel.							
16	Responsiveness to changes in technical direction.							
17	To what extent did the Contractor display initiative in meeting requirements?							
18	Responsiveness to Safety Policies and Concerns as demonstrated by regular safety walk-throughs, safety meetings and the appointment of safety monitors.							
Overall Evaluation								
19	How would you rate the Contractor's overall management performance on this contract?							
20	How would you rate the Contractor's overall technical performance on this contract?							
21	Did the Contractor demonstrate a serious concern for safety?							
22	Would you use this Contractor again? (If "No", please comment in the Narrative Summary)	Yes						No

CONTRACTOR PERFORMANCE REPORT
Section III (Cont'd)

NARRATIVE SUMMARY (Use this section to explain additional information not included above)

Item	Comments

PAST PERFORMANCE FORM LETTER EXAMPLE

MSFC Safety and Mission Assurance Mission Services—RFP 8-1-0-QS-C5853

CLIENT AUTHORIZATION LETTER: FORMAT

[Date of Letter]

[Name and Address of proposed offeror's customer]

Attention: [Name and Designation of Customer's Contract Manager or Appropriate Contact]

Dear *[Contact Name]*:

We are currently responding to the NASA, Marshall Space Flight Center Request for Proposal (RFP) 8-1-0-QS-C5853 titled "MSFC Safety and Mission Assurance Services." NASA is requesting that clients of entities responding to their solicitation be identified and their participation in the evaluation process requested. In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries. Your cooperation with this effort is greatly appreciated. Please direct any questions to *[Name and Phone Number of Offeror's Point-of-Contact]*.

We have included our work for your agency as a past performance reference. A Past Performance Questionnaire is enclosed. Please complete Sections II and III of the enclosed evaluation and return the signed, completed document to:

NASA/Marshall Space Flight Center
Attention: PS20, David G. Morgan,
MSFC, Alabama 35812

Please forward the completed evaluation to NASA at the above address to ensure it is received prior to 10 AM Central Time on March 22, 2000.

In order to maintain the integrity of this process, please **DO NOT** return the questionnaire to us. Return it to NASA/MSFC at the address listed above.

Sincerely,

[Name of Signer]

[Designation of Signer]

RFP #: _____ FORM A
 () Prime Contractor: _____ SUMMARY OF TOTAL PROGRAM COST
 () Sub Contractor: _____ 1.0 Contract Total
 Computer File Name: _____

	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	TOTAL PROGRAM
Staffing (Man Years from Form B)	0	0	0	0	0	0
Direct Labor Hours						
Regular	0	0	0	0	0	0
Overtime	0	0	0	0	0	0
TOTAL DIRECT LABOR HOURS	0	0	0	0	0	0
Direct Labor Dollars						
Regular	\$0	\$0	\$0	\$0	\$0	\$0
Overtime Base	\$0	\$0	\$0	\$0	\$0	\$0
Overtime Premium	\$0	\$0	\$0	\$0	\$0	\$0
Shift Premium	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DIRECT LABOR DOLLARS	\$0	\$0	\$0	\$0	\$0	\$0
Labor Overhead (Specify below)						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL LABOR OVERHEAD	\$0	\$0	\$0	\$0	\$0	\$0
Supplies, Material, & Equipment	\$35,000	\$36,050	\$37,132	\$38,245	\$39,393	\$185,820
Subcontracts (list below)						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL SUBCONTRACTORS						
Other Direct Costs						
Relocation	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Training	\$0	\$0	\$0	\$0	\$0	\$0
All Other ODC	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL OTHER DIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL COST	\$35,000	\$36,050	\$37,132	\$38,245	\$39,393	\$185,820
G&A Base	\$35,000	\$36,050	\$37,132	\$38,245	\$39,393	
G&A Rate	0.00%	0.00%	0.00%	0.00%	0.00%	

General & Administrative Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cost Of Money (COM)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL COST & COM	\$35,000	\$36,050	\$37,132	\$38,245	\$39,393	\$185,820	
Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COST & FEE	\$35,000	\$36,050	\$37,132	\$38,245	\$39,393	\$185,820	